



The Town of Prescott Valley
Parks and Recreation Department
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
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**Arts and Culture Commission
Parks and Recreation Commission
Joint Regular Meeting**

7401 E. Skoog Blvd, Auditorium
6:30 p.m., Tuesday, May 12, 2020

Minutes

1. Call to Order & Welcome – B. Witty, Director

Director Witty called the joint meeting of the Parks & Recreation Commission and the Arts and Culture Commission to order at 6:33 p.m.

2. Roll Call

Arts & Culture Members present: Chairperson Lindsay Quisenberry, Commissioner Andy Sinclair, Commissioner Edward Lira, Vice-Chair Nancy Smith and Commissioner Zachary Moss. Members absent: Commissioner Gibson.

Parks & Recreation Member present: Chairperson Buzz Gummer, Vice-Chairperson Poliakon, Commissioner Ron Brinkman, Commissioner Scott Byrum, Commissioner Kay Gorman, and Commissioner Bill Pierce. Members absent: Commissioner Elaine Fahlman. Staff Present: Brian Witty, Parks & Recreation Director, Isabella Chewning, Recreation Coordinator and Kathy Wise, Administrative Support II.

3. Approval of Agenda

Before the agenda approval Director Witty asked the Commissioners for their approval to move item 9a. Department Master Plan to 5a. Director Witty also asked to add item 9b. Request for Action for the Arts and Culture Commission to add a Regular Meeting to their calendar on June 17, 2020.

Arts & Culture:

Chairperson Quisenberry asked if there were any other changes to the agenda. Hearing none she asked for a motion to approve the agenda as amended.

Chairperson Quisenberry made a motion to approve the May 12, 2020 agenda as amended. Vice-Chairperson Smith seconded the motion. Motion carried unanimously by those members present.

Parks & Rec:

Chairperson Gummer asked if there were any other changes to the agenda. Hearing none he asked for a motion to approve the agenda as amended.

Commissioner Brinkman made a motion to approve the May 12, 2020 agenda as amended. Chairperson Gummer seconded the motion. Motion carried unanimously by those members present.

4. Approval of Minutes:



Chairperson Quisenberry asked if there were any changes to the following sets of minutes: February 12, 2020 Work Study Meeting, February 19, 2020 Regular Meeting and March 11, 2020 Work Study meeting. Hearing none she asked for a motion to approve the minutes as presented.

Chairperson Quisenberry made a motion to approve the February 12, 2020 Work Study Meeting minutes, February 19, 2020 Regular Meeting minutes and March 11, 2020 Work Study Meeting minutes as presented. Vice-Chairperson Smith seconded the motion. Motion carried unanimously by those members present.

Chairperson Gummer asked if there were any changes to the March 10, 2020 Regular Meeting Minutes. Hearing none he asked for a motion to approve the minutes as presented.

Commissioner Brinkman made a motion to approve the March 10, 2020 Regular Meeting Minutes as presented. Chairperson Gummer 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. Department Master Plan – **Action Requested** – B. Witty, Director, and M. Svetz, Pros Consulting

Mr. Svetz, presented a detailed report of the Parks & Recreation Master Plan covering the following topics:

- Recreation Programs and Services Prioritized Needs
- Art and Culture Programs and Services Prioritized Needs
- Park, Facility, and Amenity Prioritized Needs
- Master Planned Community Level of Service
- Town Level of Service (population of 30,000)
- Town Level of Service (population of 95,000)
- Town Level of Service (overall)
- Capital Improvement Program Summary – By Tier
 - Sustainable Projects
 - Expanded Service Projects
 - Visionary Projects
- Capital Improvement Program Summary – By Project Type
 - Existing Parks
 - Existing Trails
 - New Park Development
 - Administrative Projects
- Capital Improvement Program Summary – By Timeline
 - Short Term (Years 1-5)
 - Long Term (Years 6-10)
- Cost of Service Summary – Cost per acre
- Program Recommendations
- Implementation Strategies
 - Growing the Park System
 - Trails
 - Park Land Improvements



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- Economic Development through Parks
- Recreation Programming
- Operation and Staffing
- Financing the Parks System
 - Grants
 - Prescott Valley Parks Foundation
 - Capital Improvement Fees
 - Park Development Fees
 - Park, Open space, and Trail Bond Issues
 - Partnerships
- Next Steps: Final Master Plan Presentation to Council planned to occur in May/June
- Mr. Svetz asked Commissioners if they had any questions, comments, or concerns.
 - Commissioner Byrum asked Mr. Svetz to clarify why he believes the growth of the Town will be predominantly through Master Planned Communities
 - Mr. Svetz responded that Master Planned Communities are the path forward that the Town has established because with a Master Planned Community, you ensure a certain level of growth paying for itself through the development of neighborhood parks.
 - Chairperson Gummer commented that the Master Plan has been an eye opener for what the future holds for Prescott Valley and has been an outstanding effort thus far.
 - Chairperson Quisenberry commented that she is excited about the results and the next steps
 - Commissioner Sinclair commented that he believes we should be doing more advertising to the Phoenix area about our weather specific assets that the Town's parks have to offer. Vice Chairperson Smith agreed that we can do a better job of welcoming tourism to our parks.
 - Mr. Svetz commented that with the continued growth of the Town, we will need to understand that people around the state are becoming more aware of us as a destination.
 - Commissioner Byrum asked to clarify if the budget for the Visionary Projects is reflective of our current population or of our future population growth. Mr. Svetz responded that the Visionary Project costs are associated with a built in 5% accommodation for growth.
- 1. Chairperson Quisenberry asked the Commissioners if there were any questions on the presentation. Hearing none she asked for a motion to approve the Department Master Plan as presented.

Chairperson Quisenberry made a motion to approve the Parks and Recreation Master Plan as presented. Commissioner Sinclair seconded the motion. Motion carried unanimously by those members present.

2. Chairperson Gummer asked if there were any questions on the presentation. Hearing none he asked for a motion to approve the Department Master Plan as presented.



Chairperson Gummer made a motion to approve the Parks and Recreation Master Plan as presented. Commissioner Gorman seconded the motion. Motion carried unanimously by those members present.

b. Programs, Classes and Special Events

- Free entertainment for the family! Drive-In Movie Nights: May 29th (Space Jam) and June 5th (A League of Their Own) – held at the Findlay Toyota Center parking lot. Limited capacity entry on a first come first served basis. More information to come.
- Mountain Valley Splash is preparing to open on Saturday, May 23rd. For updates and information on programs call Mountain Valley Splash at 928-775-3165 or Parks & Recreation at 928-759-3090 or email parks@pvaz.net.
- Kids to Parks Day is Saturday, May 16th. Celebrate with Prescott Valley Parks & Recreation with two fun activities: How to Bird Watch and How-to Wildflower Hunt. Download activities at: www.pvaz.net/parks.
- National Trails Day is Saturday, June 6th. Get outside and celebrate National Trails Day at one of Prescott Valley trails! Share your National Trails Day photos with us! #pvparksandrec.
- Family Health & Fitness Day, Saturday, June 13th. Get outside and break a sweat with the family! For fun family fitness ideas check out Prescott Valley Parks and Recreation @pvparksrec on Twitter or Facebook.

6. Department Update – For Review and Possible Action

- a. Director’s Report, March and April 2020 – *B. Witty, Director*

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

ADMINISTRATION:

Accomplishments and Highlights for the Month:

- Celebrated and recognized the efforts of the FRIENDS of Prescott Valley Parks and Recreation during the ribbon cutting ceremony at American Legion Park
- Secured new filtration systems for Mtn. Valley Splash Aquatic Center
- 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
- Spoke with Brad Clifford, Yavapai College, in review of intergovernmental agreement renewal
- Schedule meeting for staff of PD, Facilities and P&R to initiate operations operational guidance for the use, community access and setup process for the PD training room
- Met with Scott O’Neil for the N AZ Blues Alliance in regard to a possible music festival
- Confirmed the acceptance of Community Development Block Grant application for Phase II of the Boys and Girls Club remodel with Ryan Judy, Deputy Town Manager
- Met with staff in review of fiscal year development of goals/objectives, accomplishments, and performance measures
- Met with staff and commissioners in review of community monument project and the development of a planning tool
- Completed closure of recreation service, leagues, special events and recreational facilities in support of Governor Ducey’s executive orders
- Met with staff in review of fiscal year development divisional budget requests
- Spoke with Dewey Classic Cruiser administrators in review of cooperative car show



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- Met with Jason Elmer, Parks and Recreation Manager and Kathy Wise, Administrative Assistant II review budget request entry
- Attended weekly Department Head meeting with Town Manager
- Issued refunds for all programs, classes, and facility rentals related to closure stemming from COVID-19 response.
- Completed annual review of direct report staff members
- Attended Town Council meeting with Arts and Culture Commissioner and staff receiving Youth Arts Month proclamation and presenting both NAZ Suns and Boys and Girls Club lease
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Approved P&R Commission meeting minutes
- Instituted departments pandemic response plan and met with staff in review of policy, procedure, and remote work efforts
- Received notice from AZ Forestry Department accepting the Town's renewal of Tree City USA certification for 15th consecutive year
- Approved department payroll requests
- Completed two AZ Community Foundation of Yavapai County grant applications
- Participated in conference call with Mike Svetz, PROS Consulting for department master plan
- Met with LinQ Elliot, Arts and Culture Chairwoman, in development of commission agenda
- Met with Phil Whitehead, American Legion Post 140 Commander, addressing his concerns related to American Legion Park
- Met with recreation and executive team staff in review technical, fiscal, and staffing requirements related to community services for drive in movie services Spoke with representatives of the modular restroom company for Santa Fe Station Park concerning delivery/installation planning
- Met with department and Chamber staff in review of Rhythm and Brew planning
- Presented Community Monument donation planning program with Isabella Chewning, Arts and Culture Coordinator, to Arts and Culture planning committee members Smith and Sinclair; Assistant Town Manager Karen Smith, and Deputy Mayor Lora Lee Nye
- Met with Jason Elmer, Parks and Recreation Manager; Bryce Schauwecker, Recreation Coordinator, and proposing instructors in review of instructor agreement for pickle ball classes.
- Submitted department monthly report for distribution
- Met with new representative from AZ Hometown Radio Group; Isabella Chewning, Arts and Culture Coordinator; and Hope Hooper, Recreation Supervisor, in review of upcoming programs and events marketing efforts

ARTS AND CULTURE:

Accomplishments/Highlights/Improvements for the Month:

- Executed a successful Youth Art Month Awards Reception with catering provided by Chick Fil A, a performance by the Humboldt Unified School District Combined Orchestras, and over 200 people in attendance
- Met with the Art at the Center Committee to discuss making updates to the program including adding QR codes to the sculptures and audio files to the website, updating the Call the Artists, and creating a new brochure
- Acted as scribe for the Arts and Culture Commission Work Study meeting
- Finalized a performance schedule for Family Arts Festival



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- Recorded marketing materials with Hope for Family Arts Festival with Big O Tires
- Met with Hope and the new owner of Prescott Pro Sound to discuss future event planning
- Booked the band The Atomic Surf to play at Gold Fever Daze
- Worked with the Alumni Photography Group from Yavapai College to plan a Public Art Exhibit for May, National Photography Month
- Filled out my six month performance review on Performance Pro
- Informed all Arts and Culture instructors of the COVID – 19 updates
- Took down the Youth Art Month showcase in the Library and the Civic Center and moved all student art work to the Activity Room
- Informed all YAM teachers that due to COVID 19 closures, the show had been taken down and the art was available for pickup in our office
- Contacted all students and issued refunds for students enrolled in all Arts and Culture classes for the remainder of March and the entirety of April
- Notified all Family Arts Festival vendors and participants of the cancellation
- Notified the band for Gold Fever Daze of the cancellation
- Met with Bobby Kieren at the Library to discuss expanding the YAM show to the Library in 2021 and holding the reception in the auditorium
- Developed a plan for the Fall Juried Art Showcase and began making materials
- Created three new brochure options for the Art at the Center program
- Researched grant opportunities provided by Commissioner Sinclair and focused in on 5 grants to begin writing for A&C programs and projects

AQUATICS:

Accomplishments/Highlights/Improvements for the Month:

- Staff has gotten council approval to replace the pool filters. With an aggressive schedule we should be able to have the new horizontal filter installed before preseason begins at the pool.
- Hiring has taken place and new staff is currently completing new hire paperwork.
- Staffs have begun the process of spring maintenance at the pool. The pool will be drained and pressure washed, along with several other tasks before the pool is opened for the season.
- Preparations for upcoming pool season, i.e. concrete repairs, deck painting, building repairs etc.

ATHLETICS:

Accomplishments/Highlights/Improvements for the Month:

- **Civic Rec**
 - Winter Volleyball Completed
 - Winning teams were issued \$50 credit towards future registrations
 - Spring Softball, Volleyball & Basketball Manager meetings were held
 - Completed one week of Spring Softball, second week cancelled due to rain, third week cancelled entirely due to COVID- 19
 - Spring Volleyball, Basketball & Softball cancelled
 - Teams and officials contacted



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- Pitch Hit & Run- cancelled due to COVID- 19
- Refunds issued

- **Field Allocation**
 - All field reservations currently on hold
 - Communicated to schools, organizations & teams

COMMUNITY EDUCATION/OUTDOOR RECREATION:
Accomplishments/Highlights/Improvements for the Month:

- The 2020 Spring Parks and Recreation brochure was released this month. It includes information about upcoming events, programs, opening of Mountain Valley Splash, and the Walking Club.
- I reorganized and cleaned up old programs that were still in Rec1. Any programs from 2014 or older were removed and programs from 2015 to 2019 were retitled with the respectful year for better organization.
- Planning and organizing information for future proclamations: Kids to Parks Day, National Trails Day, and Family Health & Fitness Day.
- Working on Instagram and Facebook stories to promote using the parks safely in town and to encourage the community to get outside.
- Working on putting together instructor videos to post on the public Facebook and Instagram. Videos include full length classes from MaryPat Azevedo and Heather Waldriff and videos from other instructors offering health tips.
- Researching the use of QR codes and how to utilize them on the fitness equipment at Mountain Valley Park. The goal is to revamp usage and offer a better way to teach the community on how to use public fitness equipment. The QR codes would direct users to a video on the Channel 56 YouTube channel and show them how to safely and properly use the equipment.
 - Goal to tie this into Family Health and Fitness Day on June 13th.
- I wrote a few small articles that highlight some of the parks, trails, and current fitness trends that are in our community for the Daily Courier and will continue to do that for them as long as they need.

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 Bob Edwards, Viewpoint, Pronghorn, Amp, Antelope
- Drag fields at 4 Plex and Amp for practices



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- Paint soccer field at Viewpoint Park
- Check fences on Iron King Trail
- Repair lights in RR at Granville Park
- Trim bushes at Viewpoint Park
- Cut/excavate pad for ramada at Santa Fe Station Park
- Install water/sewer lines for Santa Fe RR
- Pressure test water/sewer lines for Santa Fe
- Trench and install electrical conduit for RR at Santa Fe
- Trench and install electrical conduit for Ramada at Santa Fe
- Drag fields at Pronghorn, Quailwood, Sunflower and George Andersen
- Mark sprinkler heads at all sports field and Civic Center
- Repair 2 broken heads at Civic Center
- Aerate sports fields and civic center turf areas
- Mow aerating plugs/scalp turf at Viewpoint, Mtn. Valley, and Civic Center
- Clean up leaves/debris at various parks
- Install new waterfall pump at Fain Lake
- Cut down and haul off willow from Tonto North
- Touch up paint on RR and ramada buildings at American Legion
- American Legion ribbon cutting
- Remove dead red tip photinia from American Legion
- Plant new red tip at American Legion
- Collect depth measurements at Fain lake
- Plant 2 Globe Willow trees at Tonto North
- Turn on and pressurize main lines at Civic Center. MVP, Antelope, Viewpoint, Bob Edwards
- Remove spoils of dirt from Santa FE ramada/RR projects
- Haul in AB for ramada and restroom at Santa Fe
- Concrete patch basketball court at Viewpoint
- Replace 2 bollard lights at Wander Way with Led bulbs, remove ballasts
- Remove ballasts and replace with LED bulb on light at Village Square
- Clean out upstairs of 4-plex RR building
- Help PW with snowplow efforts
- Repair gate between Amp and 4-plex
- Remove old dugout shade covers at 4-plex
- Replace shade covers at 4-plex dugouts
- Spray weeds at MVP
- Spray weeds at Granville Park
- Spray weeds at CASA
- Take 6 hours of CEU's for spray license
- Repair flat tire on backhoe
- Shovel/remove snow from sidewalks at various parks

SPECIAL EVENTS:

Accomplishments/Highlights/Improvements for the Month:



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- Contacted contractors and outside vendors about cancellations and changes to Special Events for April (Gold Fever Day, EGGstravaganza)
- Contacted PVPD and other groups associated with the Gold Fever Day activities
- Started to shift gears to online/social media opportunities to engage with the public in lieu of cancellation of large events
- Worked with service provider at the request of Town Manager to look into the possibility of doing a series of drive-in movies
- Started preparations for upcoming events starting in May
- Leadership discussed potential changes to events in May with continued changes in safety measures
- Requested all staff to create event binders for their annual activities/events

Special Event Applications in process in March 2020:

Event	Date	Internal/External	Location	Attendance
Elks Lodge 330 Flag Day Event	6/12/20	Internal	Civic Center Greenspace	50+
Woofstock	6/13/20	External	CC Grounds	200+
AB Prospectors Ice Cream Social	6/13/20	Internal	Fain #4	50+
PVPD ToPV National Night Out	8/4/20	Internal	CC Grounds	100+
YRMC Picnic Event	9/18 & 19/2020	External	Civic Center Grounds	750+
Latino Community Outreach	10/3/20	External	CC Campus	

Special Events held on Town property in March 2020:

Event	Date	Internal/External	Location	Attendance
None				

Director's Report to the Parks and Recreation and Arts and Culture Commission – April 2020

ADMINISTRATION:

Accomplishments and Highlights for the Month:

- Met with Mike Svetz, PROS Consulting, in review of department Master Plan development
- Attended weekly Department Head meeting with Town Manager
- Spoke with Dewey Classic Cruiser administrators in review of Rhythm and Brews cancellation and the cooperative car show.
- 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



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- Presented annual department budget request to Town Manager and Business Director for FY 20/21
- Karen Smith, Asst. Town Manager; Jason Elmer, Parks and Recreation Manager; and Hope Hooper, Recreation Supervisor; in review of office dynamics
- Worked with Hope Hooper, Recreation Supervisor in the development of divisional budget planning tool for implementation in the next budget request cycle
- Spoke with representatives of the transportation/install team for the modular restroom at Santa Fe Station Park
- Reviewed Santa Fe Station construction punch list items still due by Universal Homes with Boyd Robertson, Deputy Public Works Director, and Karen Smith, Asst. Town Manager
- Approved department payroll requests
- Attended Town Council meeting receiving approval for 4th of July fireworks
- Worked with Jason Elmer, Parks and Recreation Manager; and Hope Hooper, Recreation Supervisor; in review of social media engagement videos and related products for the mental and physical health of our community members
- Met with staff in review of reducing FY20/21 divisional budget requests from previous submittals and implementing purchasing freezes for current fiscal year
- Met with department and Chamber staff in review of reformatting and future date for Rhythm and Brew planning
- Participating in statewide park and recreation director's forum in review of COVID-19 impacts
- Completed several public service announcements in cooperation with the Communications division related to COVID-19 restrictions impact parks, recreation, arts, culture and special events
- Attended Town Council meeting receiving approval for automatic renewal of IGA between town and Yavapai College
- Spoke with and reviewed several grant sources with Arts and Culture commissioners Sinclair and Smith
- Continued closure of recreation services, leagues, special events and recreational facilities in support of Governor Ducey's executive orders
- Attended Town Council meeting receiving proclamations for Arbor Day and Kids to Parks
- Spoke with the Regional Philanthropic Advisor for Arizona Community Foundation of Yavapai County in response to pending grant applications questions
- Met with Reg Destree, Destree Development, in review of application for telecommunication services at CASA Park.
- Monitoring departments pandemic response plan with staff in review of procedures and continuation of remote work efforts
- Met with town manager and assistant town manager in review of upcoming aquatic schedule alternations in reflection of possible COVID-19 requirements
- Participated in video call with Mike Svetz, PROS Consulting for department master plan
- Met with recreation and executive team staff in review technical, fiscal, and staffing requirements related to community services for drive in movie services
- Canceled hosted AZ State Parks Prescott Region 22 Site Steward meeting
- Responded to concerned citizen in review of Stoneridge park tree and turf season greening/leafing and dog station bags
- Attended Town Council meeting receiving proclamations for Water Safety Month and secured approval for parking lot rehabilitation
- Submitted department monthly report for distribution
- Completed reviews of draft department master plan with town manager, deputy town manager, assistant town manager, and department leadership team.



- Met with Commission Chairperson in review of monthly agenda development

ARTS AND CULTURE:

Accomplishments/Highlights/Improvements for the Month:

- Created a social media post about How to Dye Easter Eggs naturally
- Developed a plan for the Art at the Center Expansion including new signage, QR Codes, a new call to artists, and a new brochure
- Researched and wrote a grant for the Art at the Center Expansion through the Jewish Community Foundation of the Greater Prescott Area
- Communicated with the Alumni Photography Group about the Library extended closure and their show being postponed
- Communicated with the artists who had the display cases booked at the Library for April and May about the extended Library closure
- Created a PV Town Guide Coloring Page for our social media
- Created an Earth Day Animal craft for our social media
- Created a Matisse felt board craft for our social media
- Communicated with bands who had been booked for the Coffee Fest about a potential electronic version of a concert
- Finalized two versions of the new Art at the Center bifold brochure
- Finalized all information about the Juried Art Show including the press release, the application, and the call to artists.
- Created a PDF document for April STEAM activities: Lifecycle of a Butterfly
- Worked with Hope and Brian to edit and respond to the ACF Grant Application
- Communicated with Chick Fil A about their participation in our new Drive In Movie dates in May
- Reached out to all A&C instructors and spoke with them about the continued closures and the plans for potential reopening
- Researched NEH Cares Grants provided by Commissioner Sinclair and developed a plan of action on those grants with Hope and Brian
- Submitted an intent to apply for the AZ Humanities Project Grant

AQUATICS:

Accomplishments/Highlights/Improvements for the Month:

- Preparing for 2020 Summer Season
- Ordering Uniforms
- Working with HR to process employees
- Abiding by COVID 19 limitations and guidelines
- Lifeguard training online started
- Pool Heater- requiring work
- Acid Wash Salt Cells
- Deck paint chipped
- Deck power washed
- Leadership training class for managers and lead lifeguards scheduled for May
- All staff orientation scheduled
- Working on installation of new pool filter
- Continue preparing for opening weekend
- Programming begins Memorial Day weekend



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ATHLETICS:

Accomplishments/Highlights/Improvements for the Month:

- **Civic Rec**
 - Winter Volleyball in process
 - Cancelled Pitch Hit & Run
 - Registration for Spring Softball closed
 - Spring Softball Manager meeting took place
 - In service and preseason meetings held for officials
 - Preparing/planning for Spring Volleyball & Basketball
 - Looking to hire Umpires for upcoming Softball
 - Updated Softball Rules and Procedures
 - Completed budget process

- **Field Allocation**
 - Currently gearing up for busy field season, Little League & Football, Soccer continues
 - March Allocation communicated to schools, organizations & teams

COMMUNITY EDUCATION/OUTDOOR RECREATION:

Accomplishments/Highlights/Improvements for the Month:

- Created two "How-To" guides for bird watching and wildflower hunting for the Kids to Parks Day proclamation. Each how-to guide teaches individuals the basics of each activity and feature birds and wildflowers that can be found locally in Prescott Valley.
- Created social media content for Facebook, Instagram, and Rec1 Email Blasts such as create your own recycled garden, bean sprout window viewer, Arbor Day fitness videos, and fitness bingo.
- Created proclamation for National Trails Day. The goal is to encourage community members to get outside and enjoy the day on one of our local trails.
- Our department celebrated Earth Day and Arbor Day by celebrating virtually with the community. I created brief stories that highlighted the holidays and ways for community members to celebrate at home.
- Created Virtual Trips that highlight different places in Arizona or nationally. The idea was to give community members a chance to feel like they were still traveling to these locations while staying home.
- Opened up the Blended Learning Lifeguard training for our newest lifeguards. They are currently finishing up the online portion of their training and when we are allowed to meet in-person again we will complete the water-based skills and testing.
- I was able to extend all of our current lifeguards' certifications for an additional 120 days on behalf of the American Red Cross.
- Sat in on a Arizona State Parks and Trails webinar to watch their staff do a walk through on how to fill out grant applications.
- Currently working on a divisional plan for when our department will be able to allow instructors to teach again. The divisional plan includes an outline of protocols that instructors, staff, and students will need to abide by in the following months.

PARKS:

Accomplishments/Highlights/Improvements for the Month:

- Polish all stainless steel in our restrooms at various parks



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- 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 Mountain Valley
- Mark corners on soccer fields at Bob Edwards, Viewpoint, Pronghorn, Amp, Antelope Parks
- Paint soccer field at Viewpoint Park
- Trim bushes at Viewpoint Park
- Trench and install electrical conduit for restroom at Santa Fe Station Park
- Trench and install electrical conduit for ramada at Santa Fe Station Park
- Drag fields at Pronghorn, Quailwood, Sunflower and George Andersen Parks
- Mark sprinkler heads at all small parks
- Repair 2 broken heads at Civic Center
- Aerate sports fields and civic center turf areas
- Mow aerating plugs/ scalp turf at small parks
- Spray weeds at Mountain Valley Park
- Spray weeds at Granville Park
- Spray weeds at Bob Edwards Park
- Spray weeds at Santa Fe Station Park
- Spray weeds at Old Town Park
- Spray weeds at Boys and Girls Club
- Spray weeds at Viewpoint Park
- Spray weeds at Antelope Park
- Spray weeds at Sunflower Park
- Remove dead limbs from willows at Urban Forest
- Mow all turf areas
- Weed mow Urban Forest
- Weed mow Mountain Valley Park
- Weed mow Sunflower Park
- Weed mow George Andersen Park
- Line trim weeds at various parks
- Top dress and seed low area at Amphitheater
- Seed Santa Fe Station Park
- Clean/sanitize shop areas
- Replace/install new irrigation clock at Fence Line Park
- Replace 6 MP rotator nozzles at Antelope Park
- Replace 2 valves at Antelope Park
- Repair 2 heads at Viewpoint Park
- Manually enter programs on irrigation clocks at Antelope, Viewpoint, Bob Edwards, and Mountain Valley Park
- Fertilize all small parks/common areas
- Aerate all small parks/ common areas
- Replace sprinkler heads on the slopes
- Spread EWF at playgrounds at Antelope, Pronghorn, Tonto South, Tonto North, Granville, Bob Edwards
- Form and pour concrete at ramada at Mountain Valley Park
- Form, place subgrade, and pour concrete for sidewalks at Santa Fe Station Park
- Replace two heads at Sunflower Park



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- Turn on and test irrigation at Stoneridge parks
- Replace 2 heads at Fence Line Park
- Replace 2 heads at Wander Way Park
- Apply broadleaf herbicides to soccer field and common area turf at Antelope Park
- Cut down fallen tree at Barlow Massick's House
- Vacuum turf at Civic, Mountain Valley, Viewpoint, Antelope
- Remove cross and graffiti from top of Summit Trail
- Sweep Amp parking lot
- Sweep antelope parking lot
- Install new waterfall pump at Fain lake
- Run new wiring for fountain at Urban Forest
- Replace 40amp breaker at Urban Forest for fountain
- Replace capacitor for fountain at Urban Forest
- Plant memorial tree at American Legion Park

SPECIAL EVENTS:

Accomplishments/Highlights/Improvements for the Month:

- Contacted vendors and sponsors for May events to let them know that these events would be cancelled/rescheduled
- Created plans for two drive-in movies for May including considerations for COVID-19 related concerns/restrictions to maximize safety for attendees
- Created contingency plans for upcoming events, including 4th of July and Pictures with Santa
- Planned for "mini events/activities" for upcoming proclamations.

Special Event Applications in process in April 2020:

Event	Date	Internal/External	Location	Attendance
Elks Lodge 330 Flag Day Event	6/12/20	Internal	Civic Center Greenspace	50+
Woofstock	6/13/20	External	CC Grounds	200+
AB Prospectors Ice Cream Social	6/13/20	Internal	Fain #4	50+
PVPD ToPV National Night Out	8/4/20	Internal	CC Grounds	100+
Latino Community Outreach	10/3/20	External	CC Campus	
ADOA Benefits Fair	10/28/20		Crystal Rm.	200

Special Events held on Town property in April 2020:

Event	Date	Internal/External	Location	Attendance
None				



b. Chairperson Report:

1. Arts & Culture – *L. Quisenberry, Chairperson*

- Space will be limited for the Drive In Movies, so get there early! Remember to wash your hands and do not touch your face!

2. Parks & Recreation – *B. Gummer, Chairperson*

- People in the Town are very pleased that parks have been able to stay open during the pandemic. Over half of adult in the US note that it is essential to be able to hike, jog, walk, or bike during this time. Visitors should keep physical distancing in mind whenever visiting local parks and trails. 83% of adults agree that local parks and trails have been essential during the pandemic. 3 in 5 adults say access to these amenities were essential for their physical and mental health. Our parks and trails are open, so everybody get out to enjoy them, and stay safe.
- Director Witty added that in addition to parks and trails, restrooms reopened on the 6th and there have been zero incidents regarding the reopening. Director Witty would like to thank the Town for being onboard with the ongoing changes and to thank the staff for their efforts to continue community engagement as we ensure we are ready to reopen in an appropriate way.

7. Tree Advisory Board Business: Arbor Day 2020 Review –*B. Gummer, Chairperson*

- Chairperson Gummer stated that we have submitted grants and are waiting to hear back.
- Director Witty stated that although our Arbor Day celebration had to be cancelled this year, we celebrated electronically through our social media accounts with activities for the community every day of the week. These activities received approvals from the Arbor Day Foundation and have been accepted as portions of our renewals for next year's celebration.

8. Old Business

a. Grant Application Updates – *I. Chewning, Coordinator and B. Witty, Director*

- Director Witty reported that the Arizona Forestry Grant is going into its final quarter of development. We received feedback that we are good to move ahead with putting in those trees though staff processes instead of volunteer usage.
- Director Witty reported that the department has submitted in partnership with the Friends of Prescott Valley Parks and Recreation a grant for the Arizona Community Foundation of Yavapai County that is focusing on a landscape project at Santa Fe Park. The application has been submitted and questions have been answered regarding specifics of that plan of service. Approvals for this grant will occur in the first half of June.
- Coordinator Chewning reported that we have submitted a grant through the Arizona Community Foundation of Yavapai County regarding our Summer Concert Series and our Movies Under the Stars programs. The board has responded with questions about how the pandemic may affect these planned events. We have given feedback stating a plan to host Drive In movies and electronic concerts if Theater on the Green movies and concerts are not feasible. Approvals for this grant will occur in the first half of June.
- Coordinator Chewning reported that we have submitted a grant through the Jewish Community Foundation of Yavapai County regarding an expansion of our Art at the



Center program. This grant has been submitted and we have received notice that the board is now reviewing applications.

- Coordinator Chewning reported that we have submitted a grant for the National Endowment for the Humanities CARES Act which is a COVID 19 specific funding opportunity to revive programs and jobs that were lost because of the pandemic. We wrote this grant regarding the cancelled events: Family Arts Festival, Gold Fever Days. and potentially Summer Concert Series. This grant has been submitted and notice will be given in June of approvals.
 - Coordinator Chewning reported that we are working on two grants for our Community Monument Project through both the National Endowment for the Humanities and the National Endowment for the Arts. Both grants are in the research and development phase and will be submitted in July.
 - Coordinator Chewning reported that we have submitted an intent to apply for a grant through AZ Humanities regarding the Art at the Center expansion and have been approved to apply. That application is in development and will be submitted in June.
 - Director Witty stated that we have a delay in response coming from the Arizona Game and Fish Commission regarding a grant submittal that was made to improve the fisheries and some of the operation of equipment for both Fain Lake and the Urban Lakes but we should have a response soon in that regard and we feel confident in moving forward with those projects.
 - Director Witty thanked Commissioner Sinclair for sharing information about a number of these grants.
 - Commissioner Sinclair asked for clarification on which grants we are applying to regarding the Community Monument. Coordinator Chewning elaborated that there are two grants, one through the National Endowment for the Humanities and another through the National Endowment for the Arts, both of which we will be submitting applications for regarding the Community Monument Project.
- b. Youth Arts Month, recap report (Arts and Culture) – *I. Chewning, A&C Coordinator*
- Thirteen schools participated this year with over 300 student’s art on display. We had a successful showcase in the Civic Center and the Public Library. We were able to host the Artist Reception as well as present awards to the winning students. The Teen Librarian showcased homeschooled students’ artwork. Unfortunately, due to the COVID-19 pandemic and the closure of the Civic Center and the Library, the displays had to come down almost 3 weeks early. We were able to get the artwork back to the students.
 - Chairperson Quisenberry commented that we did the best we could under the circumstances and that the Artist Reception was a success.
- c. Santa Fe Station Park Construction Updates (Parks and Recreation Commission) - *B. Witty, Director*
- Director Witty reported that the restroom building is in place and functional except for the electricity (lights, hand dryers, pickleball lights). The building has windows that help illuminate the restroom during the day. We are hoping to finish processes the next fiscal year as submitted to Council.

9. New Business

- a. Art at the Center Permanent Collection - **Action Requested** – *I. Chewning, Coordinator (Arts and Culture)*
- Coordinator Chewning reported that artist Gene Galazan has offered to donate multi-media sculptures to the Town of Prescott Valley through the Arts & Culture



Commission. Mr. Galazan donated three sculpture entitled "Grazing" to the Town in 2019. A location at Fain Lake has been approved for a sculpture pad to be poured. The new sculptures are envisioned to be placed on the North West peninsula at Fain Lake. This is a highly trafficked area with people fishing as well as hiking and walking. By adding sculptures to this area, we will be able to bring art to the public without detracting from the natural beauty that is already there. People will be able to discover the sculptures as they are enjoying the lake, like the wonderful experience people have with the "Grazing" sculptures at the base of the Summit Trail.

Chairperson Quisenberry made a motion to approve the sculpture donation from artist Gene Galazan as presented. Commissioner Sinclair seconded the motion. Motion carried unanimously by those members present.

b. Review FY 20/21 Meeting Schedules – *B. Witty, Director*

1. Director Witty asked the commission if there were any questions regarding the FY 20/21 Regular or Work Study meeting schedules. Hearing none he asked for a motion to approve the meeting schedules.

Chairperson Quisenberry made a motion to approve the meeting schedules for FY 20/21 Regular and Work Study Meetings as presented. Commissioner Lira seconded the motion. Motion carried unanimously by those members present.

2. Director Witty asked the commission if there were any questions on the FY 20/21 meeting schedule. Hearing none Chairperson Gummer asked for a motion to approve the FY 20/21 Regular meeting schedule as presented.

Commissioner Brinkman made a motion to approve the Parks & Recreation Commission FY 20/21 Regular Meeting schedule as presented. Chairperson Gummer seconded the motion. Motion carried unanimously by those members present.

c. Review FY 20/21 Election of Officers - *B. Witty, Director*

Director Witty stated that the Arts & Culture Commission usually meets in April to discuss the next fiscal year election of officers. Due to the Covid-19 situation the commission was not able to meet. In order to elect officers before the beginning of the new fiscal year he requested that the Commission consider meeting on June 17, 2020 at 5:30p.m. Director Witty noted that if a Chairperson has served for two consecutive terms, they will not be eligible for reelection.

Chairperson Quisenberry made a motion to approve scheduling a Regular Meeting on June 17, 2020. Vice Chairperson Smith seconded the motion. Motion carried unanimously by those members present.

10. Other

- The Arts and Culture Commission had no additional business.



The Town of Prescott Valley
Parks and Recreation Department
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- Commissioner Kay Gorman complimented the Prescott Valley Library's response to the Covid-19 pandemic by keeping the drive through window open to pick up requested items.

11. Unscheduled Public Appearances

None

12. Next Meeting

- a. Arts and Culture Regular Meeting: Wednesday, June 17, 2020, 5:30pm, Auditorium
- b. Parks & Rec Regular Meeting: Tuesday, June 9, 2020, 6:30pm, Auditorium

13. Adjournment

With no further questions or comments, no motion was made to adjourn the meeting. Therefore, the meeting stands adjourned. Meeting adjourned at 8:10 p.m.

Chairperson Lindsay Quisenberry

Chairperson Buzz Gummer

Respectively submitted by: Isabella Chewning, Arts & Culture Coordinator and
Kathy Wise, Administrative Support II
May 15, 2020