



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, February 12, 2019

**Minutes**

**1. Call to Order & Welcome –Chairperson Buzz Gummer**

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

**2. Roll Call**

Members present: Chairperson Buzz Gummer; Vice-Chair Brett Poliakon, Commissioner Ron Brinkman; Commissioner Elaine Fahlman, and Commissioner Pat Fraher. Members absent: Commissioner Kevin Trovini. Staff present: Brian Witty, Parks & Recreation Director; and Cindy Casetta, Administrative Support.

**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 Fraher made a motion to approve the February 12, 2019 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 January 8, 2019 Regular meeting minutes. Hearing none he asked for a motion to approve the minutes as presented.

**Vice-Chair Poliakon made a motion to approve the January 8, 2019 Commission meeting minutes as presented. Commissioner Fraher 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 and Classes – Director Witty reviewed upcoming classes and events available through the Parks Department:

- Now hiring Lifeguards for the summer pool season at Mountain Valley Splash. Applications can be submitted online at pvaz.net.
- 3v3 Basketball registration closes on March 8<sup>th</sup>. There is a mandatory manager's meeting on March 14<sup>th</sup>. Games start March 21<sup>st</sup>.
- Yoga Nidra class is held on Tuesdays at 6:30 p.m. to 7:30 p.m.
- Kids Zumba class for children ages 7-14 is held on Tuesday evenings from 5:00 p.m. – 5:45 p.m.
- Kickstart Workout for women is held at the Boys & Girls Club, Monday-Friday from 5:30am - 6:15am.
- Day trips to Explore Arizona – check our website for upcoming trips.
- Acrylic Painting Workshop taught by Tom Blank starting 2/27, 2/28 & 3/1/19, 8:30am – 11:30am. March workshop dates are available on the web site.



- Drawing Workshop taught by Tom Blank starting 2/20, 2/21 and 2/22/19.

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

- a. Director's Report, January, 2019 – *B. Witty, Director*

### **ADMINISTRATION:**

- Attended Community Budget Open House at Granville Community Center
- Spoke with fireworks vendor confirming operations for New Year Eve event
- Met with park staff in review of division operations and planning
- Approved department payroll requests
- Spoke with Bill Osborne, Capital Projects Coordinator, in review of door packages and paint schemes for B&G expansion project
- Met with Play It Safe Playgrounds staff in review of inclusive playgrounds
- Attended Parks and Recreation Commission work study meeting in review of Parks and Recreation Master Plan development
- Met with Kathy Wise, Administrative Supervisor, planning out of office operations and assignments during her absence from the office
- Met with Hope Hooper, Arts and Culture Coordinator, in review of division operations
- Met with administrative office staff in review of operations and planning
- Hosted department holiday potluck meeting
- Attended Department Head team meeting with Karen Smith, Assistant Town Manager
- Spoke with Judy Stoycheff, AZ Site Stewards, in review of a request to access the Fitzmaurice Ruins for graduate student project
- Met with Kathy Wise, Administrative Supervisor, in review and completion of Tree City USA application.
- Attended Boys and Girls Club expansion progress meeting
- Attended weekly Department Head meeting with Town Manager
- Hosted annual New Year's Eve Celebration coordination meeting with members of Public Works, Police, and CAFMA
- Met with Dr. Streeter, HUSD Superintendent, in review of upcoming YAM and FAF celebrations, IGA facility scheduling, and possible shared ballfield developments
- Met with Karen Smith, Assistant Town Manager, department updates
- Met with Christina Brooks in review of Monarch Butterfly habitat loss at Granville Unit #6 park
- Supervised the annual New Year's Eve celebration
- Attended Town website redesign committee meeting
- Met with Buzz Gummer, Parks & Recreation Commission Chairperson in review of monthly agenda development
- Attended the Arts and Culture Commission's committee and work study meetings
- Met with Andy Sinclair, Arts & Culture Commission Chairperson in review of monthly agenda development
- Attended the FRIENDS of Prescott Valley Parks and Recreation board meeting
- Met with staff in review of Southwest Risk Services Loss Consultant audit results for any compliance items needed
- Spoke with Sue Tone, Prescott Valley Tribune, in review of sculpture donation
- Met with Brady Peck and Jason Elmer in review of Sister City research and council presentation development
- Met with staff in review of Gold Fever planning development for April 27
- Met with members from Dewey Classic Crusiers in review of pending cruise schedule and possible event partnership
- Finalized Master Plan request for proposals with Karen Smith, Assistant Town Manager and Bill Osborne, Capital Project Coordinator



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- Attended Community Budget Open House at Stoneridge Community Center
- Completed advertisement for Mater Plan request for proposals
- Met with Jason Elmer, Manager, in review of department operations
- Spoke with Larry Tarkowski, Town Manager, in review of Mayor advisory groups
- Met with Jon Contadino, Granville Developer, in review of park developments
- Met with recreation staff in review of divisional operations and planning
- Approved numerous department direct pay and accounts payable requests
- Attended the Parks and Recreation Commission meeting
- Spoke with Coach Pantalione, Yavapai College, in review of 2019 season
- Attended the Arts and Culture Commission meeting
- Met with Commissioner Wertz to procure the materials needed for the B&G Club Expansion mosaic artwork project
- Attended Mayor Skoog and Councilmembers Whiting and Rooney celebration
- Completed Town News submissions and review
- Spoke with Marnie Uhl, Chamber of Commerce Director, in review of conflicting Santa participation
- Met with Heidi Foster, Communications Relations Coordinator, in review of department marketing
- Completed department monthly reports
- Completed numerous public service announcements for department services

#### **ARTS AND CULTURE:**

##### **Current Services/Accomplishments for the Month:**

- Install of new artwork at the Library with Cathy and Jeff Severson's work, they volunteered to assist with the set-up process as well.
- Worked with the gala committee to make decorations for the 2019 Employee Gala
- "Grazing" – the horse sculpture donation
  - Visited Gene Galazan with Bruno on January 4<sup>th</sup> to choose sculptures, afterwards we showed Gene where the sculptures would be installed along the Summit Trail.
  - Gene sanded and soldered as needed to ensure the sculptures were as safe and secure as possible for public display. We then moved the sculptures to the Summit Trail where Gene and I helped to direct the Parks crew as they positioned the horses. The sculptures were secured with concrete into the ground; the entire process was very smooth with no issues.
- Assisted with Arts and Culture Commission committee meetings, work study meeting, and regular meetings by creating slides, presenting information and taking notes as needed.
- Advertised upcoming events on Community Connections (January 8<sup>th</sup>) and Saturdays with Marnie (January 10<sup>th</sup>).
- Assisted with the Polar Bear Splash event; before the event picked up any additional prizes, helped with creating signage (including sponsor banner) and worked at the event on January 5<sup>th</sup>.
- Met with Cathy Severson to discuss opportunities to work with the Art Guild, and her specifically, for new art classes.
- Went to the HUSD principal's meeting to inform about Youth Art Month and Family Arts Festival
- Met with Paula Stewart to discuss what she is doing with the orchestra at the elementary schools
- Worked with Dani Fisher to set up art classes for kids, she is going to start with a pottery class, drawing class, and watercolor class. Her first classes will start in February
- Worked with Tom Blank to set up art classes for adults including a drawing class and an acrylic painting workshop. His classes will be starting in February as well, he will have one workshop each month for painting and one for drawing each month



- Met with a woman who works with art classes with the VA to see how we could better engage veterans in our events and activities.
- Met with, or talked through email, several artists and entertainers who will be displaying in the 2019 Public Art Exhibit or who were interested in participating in the Theater on the Green summer concert series– I helped them with the application process and sent information along to the Arts and Culture Commissioners to approve.
- Working on the Father’s Day concert/car show that we met with the Car Club about; all marketing elements should be ready to go out by the end of February and all elements of the event should be pulled together by that point.

### **AQUATICS:**

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

- Work continued on converting the old south side restrooms to family changing rooms
- Planning for summer 2019 with current staff
- Updated marketing materials for 2019
- Updating staff manuals
- Work on sister cities presentation for council
- 14<sup>th</sup> annual Polar Bear Splash held with 62 polar bears jumping and 300 in attendance
- Replaced the starter on the slide pump that was used to replace components on the recirculation pump
- Preparation for 2019-2020 budget – Capital needs
- Reset gasket on filter backwash valve that settled and was leaking
- Lights purchased for splash pad to be used as security lighting and during evening events to allow splash pad operation – installation in February or March

### **ATHLETICS:**

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

- CivicRec
  - Implemented CivicRec usage by Site Supervisors to input scores
  - Added the ability for current teams to register on-site for upcoming leagues
- Spring Softball
  - Registration was opened for spring softball
  - Softballs ordered and received for the spring season
  - Prepare rule updates and umpire clinic
  - Interviewed and hired 1 new official
  - Work with existing umpires to set up an umpires clinic prior to the season
- Winter Volleyball
  - Winter volleyball league started
  - Men’s volleyball offered for the first time that staff is aware
  - 2 new officials trained, 1 new site supervisor trained
  - New net placed into service to replace old, worn equipment
  - New volleyballs placed into service
  - HUSD fixed the leaking roof at Glassford Hill Middle School, allowing use of the gym during inclement weather
- Spring Volleyball
  - Early registrations accepted for current teams
- Spring Basketball
  - Spoke with officials to confirm availability
  - Prepared rule updates



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

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

- The January Day Trip to the Pima Air and Space Museum was a success. Looking forward to next month's trip to the Desert Botanical Gardens.
- I met with Tom Blank who is a backpacker and survivalist teacher with over 20+ years of experience. He has interest in starting a survivalist class with Parks and Recreation as well as hosting monthly hiking trips.
- Roma Korn's Yoga Lite started back up this month after she took a break in December for the holidays.
- Registration for Daddy Daughter Date Night opened on January 1<sup>st</sup> and is completely full. We are expecting over 100 participants. The event will be held on February 22<sup>nd</sup> at The Event Spot in Prescott Valley.

### **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
- Cut weeds at Urban and MVP
- Blow off sidewalks/parking lots at Mtn Valley
- Water tree at B&G club
- Mark corners on soccer fields at Edwards and pronghorn, Amp
- curbing
- Clean up leaves at Granville and Antelope
- Paint Viewpoint soccer field
- Design irrigation system for new Granville park
- Gather parts list and receive bids for irrigation at new Granville Park
- Replace cutting blade on Gannon box
- Paint Gannon box
- Repair front bucket on backhoe
- Repair rear lift mechanism on Toro Sandpro
- Remove diesel tank from 4221 and install on flatbed trailer with battery and solar charger
- Paint playground curb at American Legion
- Repair backstop fences at 4-plex
- Edge infield arcs at 4-plex
- Remove grass/weeds from infields at 4-plex
- Ad infield mix and level fields at 4-plex
- Layout new stations near PD expansion at Civic Center
- Pick up and install horse statues on Summit trail
- Remove old paint from inside of pavilion RR
- Paint inside of Pavilion RR
- Saw cut and remove heaving concrete at Fain
  
- Pour new concrete pad at Fain
- Line trim weeds at MVP
- Trim shrubs and red tip photinias at MVP and pool
- Repair/ replace drain lines for sink at Antelope park
- Re-install sink at Antelope



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- Remove porcelain sinks at Pronghorn
- Install new stainless steel sinks at Pronghorn
- Plow snow w/ streets
- Take Christmas trees to event center for Bon Fire
- Install 6 sign posts for G&F bag limit signs at Urban Forest and Fain lake
- Load up Christmas trees at MVP
- Replace light bulbs inside Urban Forest RR
- Cut/remove bushes at Overlook Park
- Replace LED driver on parking lot light at Antelope
- Drag and remove weeds from baseball field infield at Antelope park
- Snow/ ice removal from all park sidewalks
- Put mud flaps on truck 4242
- Remove broken partition door on Men's RR at Quailwood
- Clean Mini excavator
- Install new keep off dam signs at Fain
- Take depth measurements of Fain lake
- Pick up bleachers from high school
- Work on capital projects/equipment budget items
- Install new heaters at Viewpoint and Urban Forest
- Patch area of concrete in skatepark
- Replace/repair 3 lights at Village Square
- Replace flush valve on toilet at MVP
- Oil and fuel filter change on mini excavator
- trench and install new station at Civic Center for PD expansion
- Spray weeds at MVP

**SPECIAL EVENTS:**

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

- The 2019 Polar Bear Splash was a chilly and fun kick off to the New Year. With 300 people in attendance and 62 polar bears jumping the event was the department's second largest on record, second only to the warm, 65 degree event in 2018. This year's event saw a new sponsor in Prescott Valley Heating and Cooling with a heating tent provided for all participants. With the growth of the event a number of people are making this an annual event and are planning on doing it in the future; the department hopes to continue the growth trend and break the record of polar bears (69) in 2020 at the 15th annual event.
- Staff continued to work on the rescheduled Gold Fever Day via meetings with police department to pair up a joint event Badges & Bobbers.
- Staff also began planning for Eggstravaganza on April 13<sup>th</sup>.

**Special Event Applications in process in January 2019:**

Event	Date	Internal/External	Location	Attendance
Brannock – B-Day Party w/inflatable	2/16/19	Internal	Tonto South	25
Roughrider 100 Motocross Race	2/16-17/19	External	On private property except for crossing Eastridge Dr.	300+
Fisher – Anniversary Party	5/4/19	Internal	Crystal Room	75



Healing Fields Flag Display	9/6-9/13/19	Internal	Civic Center Grounds	150+
Healing Fields Concert	9/7/19	Internal	Theater on the Green	100+
Healing Fields Service	9/11/19	Internal	Theater on the Green	100+

**Special Events held on Town property in January 2019:**

Event	Date	Internal/External	Location	Attendance
Polar Bear Splash	1/5/19	Internal	MT Valley Splash	150+

- i. Boys & Girls Club Expansion – Director Witty gave an update on the construction status. Once the finishing touches are completed including HVAC and the building is enclosed, installation of the gym floor will begin. At this time, we are anticipating the grand opening for April – May. We will narrow that date as the project progresses and discuss this again at the March commission meeting. Director Witty said he is very pleased with this partnership with the Boys & Girls Club and the Northern AZ Suns. It’s a great collaboration of the community and vendors. Chairman Gummer commented on how the additional space is much needed for the community. Commissioner Brinkman commented on how well the exterior looks thus far.

**b. Chairperson’s Report – B. Gummer**

Chairperson Gummer shared research on the benefits of parks in a community. Benefits include helping the environment, health and wellness overall for the community. Other benefits he cited:

- Exercise
- Economic development
- Increasing tourism, including destination oriented tourism for tournaments
- Increases social activity
- Easy accessibility to the parks
- Multiple activities available

Chairperson Gummer indicated that’s why our commissioners are pleased to volunteer and be a part of this for the community. He is proud of their work on the

commission and helping the public. He thanked the commission for their dedication to this task and improving facilities.

**7. Tree Advisory Board Business**

**a. Chairperson’s Report – B. Gummer**

Tentative meeting set for April 17<sup>th</sup> with the Arborist. Director Witty indicated that as soon as he gets confirmation from him, we can set the final meeting date as well as work the Commissioner’s schedules. Commissioner Fraher has offered his services as past chair. We are a bit behind currently, but we have a 5 year plan in place so it does give us a variety of variables we can choose from to create an agenda. Annual Arbor Day celebration is scheduled for April 26<sup>th</sup> at Sunflower Park



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including the tree-planting ceremony and the gifting of 500 saplings for those in attendance. Parks also hopes to have Community Service clubs in attendance who will provide attendees with hot dogs, chips and drinks. We will continue to beautify our city through the Growth Award from Tree City USA.

## **8. Old Business**

### **a. Capital Project Update – B. Witty, Director**

- i. Status of gym at the Boys & Girls Club (discussed previously)
- ii. Have received and are fully operational the two new scoreboards at the 4-Plex. All four fields now have LED scoreboards and can be operated remotely. The brain can be removed and stored saving wear and tear on the system. The vendor who installed this also installed the system at the Amphitheater field. We are satisfied with the quality of that product and are confident of the same success at the 4-plex.
- iii. Also installed in the new PA announcement system at the 4 plex. It can handle all fields or just one field. It is a mobile system and can be utilized for the various tournaments held at the fields.
- iv. Granville Unit 6 Park - ramada, pickleball court, and playground.
- v. Commissioner Fraher inquired on the status of the Mountain Valley Park play structure. Director Witty confirmed it's moving along very well and that the project is on schedule. All indications are that it will be completed by the time the youth soccer tournaments take place and for the summer recess.

### **b. Department Master Plan Update - B. Witty, Director**

- i. Commissioners received a schedule in their packets with the timelines for bid submission, submittal requirements, review of proposals and choosing the vendor. This is Capital Project #450. Vendor search is nationwide. March 4<sup>th</sup> is the due date for the proposals when they will be reviewed to ensure they meet all required criteria. Interviews will be conducted the week of March 25<sup>th</sup>. The top rated bidder will go through a negotiation process with the Town. Staff hopes to have this process finalized no later than April 10<sup>th</sup>. Next, staff will make recommendations at the Town Council meeting on April 25<sup>th</sup> and gain the necessary approvals. A notice to proceed can be issued April 29<sup>th</sup>. The process will continue through the year, when a draft presentation will be given to the commission at the May 12, 2020 meeting with final presentation for acceptance on June 4, 2020.

1. Commissioner Brinkman commented that it looked like an excellent schedule and even a little better than they hoped. Commissioner Fahlman asked if this was a usual timeline (over a year) to complete this process. Director Witty indicated this a usual timeline with the number of requirements that are being requested. Also, including the

number of interviews and research within the department as well as with partnering departments and review of the previous Master Plan (issued in 2002). They also review policies, procedures and fee schedules. They will also interview the commissioners, Town Council. Community partners, youth organizations and HUSD staff. There are many areas they will look into before submitting the presentation. This process helps the department aspire to be a Gold Medal Parks Department nationally for a community of our size. Director Witty thanked the commissioners for their dedication and time in determining the requirements.





## 9. New Business

### a. Granville Unit 6 Playground- *B. Witty, Director*

#### i. Review Committee - Staff Recommendations

Director Witty gave a status report of the park development thus far. He then introduced Shelby Welch, Speech Therapist and Laura Molinaro, Special Olympics coach that have experience in working with members of the community with some limitations (physical or mental) for their input on the inclusive park.

Chairperson Gummer and Commissioner Brinkman had questions about their knowledge and help with design. Mrs. Molinaro indicated she has 100 team members with 25-30 athletes that would use the facilities provided they could access it. The deciding factor for use is cognitive disability for athletes and some physical disability. Some require walkers, wheelchair etc. Balance issues might also be a problem. Knowing more about funding and size will dictate recommendations. Surfacing is also important.

Ms. Welch's recommendations for equipment – full back support for balance, and muscle strength. Maybe include a ramp, sensory oriented play. Chairperson Gummer asked about what type of equipment. She suggested a sensory elevated sandbox and a moving tic-tac-toe game. Equipment that moves helps with motor skills. What about items to stay away asked Chairperson Gummer. Mrs. Molinaro said individuals with autism if the area or equipment is too bright, too loud or moves too fast. Maybe consider having a quiet area that is more sensory and not loud or flashy.

#### ii. Inclusive Playground

Jordan Lindsay from Play It Safe products along with Jim Ash, Regional Playground Rep., and Ashley Markett from Burke Playground Products present extensive knowledge about inclusive playgrounds. Highlights of the presentation included:

- Importance of Play and its benefits
  - Rules
  - Benefits: Emotional, Physical, Social, Communication, Cognitive, Creative
- What is Inclusive Play
  - ADA accessible
  - Inclusive – can all play together
- Use within design
  - Universal, Equitable, Flexibility, Simple & Intuitive, Perceptible info, Tolerance for error
  - Low physical effort
  - Size and space for approach and use
  - Differing abilities in children
  - Include all members of family for accessibility – i.e. grandparents, adults with disabilities
  - Inclusive communications

The vendors about a variety of equipment and principles including:

- Accommodate full range of all children
- Different types of play



- Mix of activities
- Heights and challenge levels; not all events need to be accessible
- Elements that can be used in different ways and areas
- Surfacing important –can be combined – wood fiber, rubber, pour in place rubber, artificial turf – resiliency – BP – price wise comparable – yes
- Ramps, paths, transfer stations – can transfer to playground

Commissioner Brinkman asked our two guests about the intuitive equipment. Mrs. Molinaro thought that it would definitely be popular and liked the inclusive swing. Chairperson Gummer mentioned that some of this equipment is currently at George Anderson Park and has noticed increased activities and families together on the playground. Commissioner Fraher liked the videos on how different equipment works. The presenters brought catalogs for Commissioners to show to families and friends for opinions. It was indicated there are more videos on Burke Web site.

Director Witty reported that more individuals will be coming to meetings who work with disabled kids/adults to provide input. In the next two weeks staff and commission will gather input and do outreach. Play It Safe representatives will return on 2/26 after receiving input from the Commission, community members and staff on other considerations. The projects budget is \$180,000 for this project; staff will be looking for donations and grants. Staff will also be seek Commission recommendations on March 12<sup>th</sup> that will be presented to the Town Council on March 28<sup>th</sup> for action resulting in contract award. A ribbon cutting ceremony and grand opening of the park is anticipated in June.

#### **10. Other**

None

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

*(Comments from the Public: Those members of the public wishing to address the Parks and Recreation Commission need not request permission in advance. We ask that you please provide your name and address for the record prior to providing any comments. Any remarks provided tonight shall be addressed to the Commission as a whole and not any member thereof. Such remarks shall be limited to five (5) minutes per person, as indicated by the timer, unless additional time is granted by the Chairperson. At the conclusion of the unscheduled comments, individual members of the Commission may respond to the item addressed at the discretion of the Chairperson, or they may ask the Director to review the matter or ask that the matter be placed upon a future agenda.)*

None

#### **12. Next Meeting**

- a. Work Study Meeting: Tuesday, February 26, 2019, 6:30pm, Auditorium
- b. Regular Meeting: Tuesday, March 12, 2019, 6:30pm, Auditorium

#### **13. Adjournment**

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



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**Commissioner Brinkman made a motion to adjourn the February 12, 2019 meeting.** Vice-Chair Poliakon seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 8:10 p.m.

  
Chairperson, Buzz Gummer

Respectively submitted by: Cindy Casetta, Administrative Support I  
February 28, 2019