



Arts & Culture Commission
REGULAR MEETING
7401 E. Skoog Blvd., Auditorium
5:30 p.m., Wednesday, February 19, 2020

MINUTES

1. Call to Order and Welcome –

Chairperson Quisenberry called the meeting of the Arts and Culture Commission to order at 5:31 p.m.

2. Roll Call

Members present: Chairperson Lindsay Quisenberry, Vice-Chairperson Nancy Smith, Commissioner Andy Sinclair, Commissioner Edward Lira, and Commissioner Zach Moss. Members absent: Commissioner Franki Gibson. Staff present: Brian Witty, Parks & Recreation Director and Isabella Chewing, Arts & Culture Coordinator.

3. Approval of Agenda

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

Vice-Chairperson Smith made a motion to approve the agenda of the February 19, 2020 Regular meeting as presented. Commissioner Lira seconded the motion. Motion carried unanimously by those members present.

4. Approval of Minutes

Chairperson Quisenberry asked if there were any changes to the January 8, 2020 Work Study Meeting minutes or the January 15, 2020 Regular Meeting minutes. Hearing none she asked for a motion to approve the minutes as presented.

Commissioners Sinclair made a motion to approve the January 8, 2020 Work Study meeting minutes and the January 15, 2020 Regular meeting minutes as presented. Vice-Chair Smith 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. Programs, Classes, and Special Events – *B. Witty, Director*

- Parks and Recreation Classes include Knitting, Hula, Dance, Morning yoga, Guitar, Bass and Ukulele, and 50+ Aerobics. Classes are for all ages and ability levels.
- Basic Dog Obedience- Next session starts March 4th. Sessions are 6 weeks and classes meet once a week for \$150 per student.
- Fight For Fitness is on Thursdays from 10:30am – 11:30am for only \$5.00 per class.
- Seated Volleyball is on Tuesdays from 4:30pm - 5:30pm in the Civic Center Activity Room.
- Parks and Recreation is Hiring for Seasonal Pool Staff at our Mountain Valley Slash Pool. Open Positions: Lifeguards 1, 2, and 3, Swim Lesson Instructor, Aquatics Supervisor, Office Manager, and Cashier/Concessions. Open hiring is Friday, March 20th from 3:00pm -5:00 pm and Saturday, March 21st from 10:00am – 2:00pm at



Mountain Valley Splash Pool. Applications must be completed online before interviewing at www.pvaz.net.

- Walking Club is starting on May 22nd! Meet fellow walkers, have fun, and improve your health. \$10 Annual Membership: includes a t-shirt, all ages and ability levels, strollers and leashed dogs are welcome.
- Eggstravaganza with Family Arts Festival is on Saturday, April 4th from 9:00am – Noon with the egg hunts starting at Noon. Bring the whole family for a free day of arts and crafts, performances, a petting zoo, egg hunts, and more!
- Gold Fever Day with Badges and Bobbers is Saturday April 18th this year from 8:00am – 2:00pm at Fain Park. This is a free family event with fishing, activities, and performances.
- The first annual Rhythm and Brews event is on May 16th from Noon – 7:00pm at the Mountain Valley Park Amphitheater. For only \$5 admission you can enjoy live music, local breweries, food vendors, and family activities.
- Youth Art Month is the month of March and is a nationally recognized event celebrating young artists. In conjunction with HUSD, the Arts and Culture Commission hosts an art show at the Public Library and the Civic Center for K-12 art with an Artists Awards Reception happening on March 4th from 5:30pm – 7:00pm in the Civic Center.
- Questions about any of our classes, programs, or special events? Call us at 928.759.3090 or stop into our office on the 3rd floor of the Civic Center.

b. Youth Arts Month Proclamation – Council meeting date: February 27th

- Town Council will issue the Youth Art Month Proclamation on February 27th, 2020. Staff will be in attendance and Commission is invited to be in attendance as well.

6. Division/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 Svez, 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 movie 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**
 - 1st 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:



Special Event Applications in process in January 2020:

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

Special Events held on Town property in January 2020:

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

b. Chairperson's Report: *Chairperson Quisenberry*

- o The Arts and Culture Commission is looking for artists to come and share their talents with the community during Arts and Culture Regular Meetings as part of our Guest Artist Program. Artists and performers are encouraged to call Parks and Recreation at 928.759.3090 or email parks@pvaz.net to inquire about our Guest Artist Program.

7. Old Business

a. Committee Updates/Planning – *Isabella Chewing, Recreation Coordinator*

- o Youth Art Month is being installed in the Civic Center and the Public Library between February 25th and 27th and the reception will be held in the Civic Center on March 4th, from 5:30pm – 7:00pm. The reception is open to the public and the community is encouraged to attend and support our young artists and their teachers.

8. Other

- Director Witty would like to bring to the public and Commission's attention that our esteemed Humboldt Unified School District Superintendent, Dan Streeter, will be leaving at the end of the fiscal year. With Commission's agreement, Director Witty would like to put together a note thanking Dr. Streeter for his enormous contributions and participation in the arts and Youth Art Month in particular. All Commissioners agreed that they would like to participate in thanking Dr. Streeter. Vice-Chair Smith noted that he was a catalyst in getting arts and music programs back into our school system.

9. Unscheduled Public Appearance

- There are no unscheduled public appearances.

10. Next Meeting

- a. Work Study Meeting: Wednesday, March 11, 2020, 5:30pm, Conf. Rm. 428
- b. Regular Meeting: Wednesday, March 18, 2020, 5:30pm, Auditorium

11. Adjournment



Town of Prescott Valley
Parks and Recreation Department
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With no further discussion or comments, Chairperson Quisenberry asked for a motion to adjourn the meeting.

Vice-Chairperson Smith made a motion to adjourn the February 19, 2020 meeting.
Commissioner Sinclair seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 5:54 p.m.

Chairperson Lindsay Quisenberry

Respectfully submitted by: Isabella Chewning, Arts and Culture Coordinator
February 21, 2020

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