



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

**Parks and Recreation Commission  
Regular Meeting**

7401 E. Skoog Blvd, Auditorium  
6:30 p.m., Tuesday, March 10, 2020

**Minutes**

**1. Call to Order & Welcome –**

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

**2. Roll Call**

Members present: Chairperson Buzz Gummer, Commissioner Ron Brinkman, Commissioner Elaine Fahlman, Commissioner Scott Byrum, Commissioner Kay Gorman, and Commissions Bill Pierce. Members absent: Vice Chairperson Brett Poliakon. Staff Present: Brian Witt, Parks & Recreation Director and Kathy Wise, Administrative Support II.

**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 March 10, 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 February 11, 2020 regular meeting. Hearing none he asked for a motion to approve the minutes as presented.

**Commissioner Brinkman made a motion to approve the February 11, 2020 regular meeting minutes as presented. Commissioner Pierce 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**

- We're hiring seasonal pool staff. Open hiring will be Friday, March 20<sup>th</sup> from 3-5 pm and Saturday, March 21<sup>st</sup> from 10-2pm at Mountain Valley Splash. Applications must be completed online at [www.pvaz.net](http://www.pvaz.net).
- Walking Club will be held on Friday mornings at 9am beginning May 22<sup>nd</sup>. \$10 annual membership fee includes a t-shirt. All ages, strollers and leashed dogs are welcome.
- Extravaganza and Family Arts Festival will be held on April 4<sup>th</sup> from 9am – noon on the Civic Center grounds. Bring the whole family out for a FREE day of EGGcitement including arts and crafts, performances, a petting zoo, egg hunts and more! Egg hunt starts at noon.
- Gold Fever Day – Save the date: Saturday, April 18<sup>th</sup> from 8am – 2pm at Fain Park. Celebrate Prescott Valley's Pioneering Days! There will be gold panning,



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live music, food and more! Free fishing clinic provided by Prescott Valley Police, Central Arizona Fire and Arizona Game & Fish.

- Pitch, Hit & Run competition will be held on April 25, 2020 at Mountain Valley Park - The **PITCH** portion of the program will test how accurately a competitor can throw strikes to a designated "Strike Zone" target from a designated distance (35 feet for the softball division and 45 feet for the baseball division). Any method of underhand/overhand pitching or throwing is accepted. An attempt hitting ANY portion of the target will be deemed a strike.

The **HIT** portion of the program will test a competitor's ability to hit from a stationary batting tee, along a tape measure from home plate toward straight away- centerfield. Hits will be measured for distance and accuracy.

The **RUN** portion of the program will measure a competitor's speed in a sprint from the start line, touching third base, and touching home plate. ALL participants will run a total of 120 feet.

Chairperson Gummer announced he is a new grandfather. This is his 3<sup>rd</sup> grandchild.

Chairperson Gummer extended congratulations to Director Witty's son for his efforts at the Olympic Trials to which he placed 15 in the nation. Director Witty shared the experience at the competition with the high winds all week. He also shared the details from the previous competitions leading up to the trails.

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

- a. Director's Report, February, 2020 – *B. Witty, Director*

### **Director's Report to the Parks and Recreation and Arts and Culture Commission – February, 2020**

#### **ADMINISTRATION:**

##### **Accomplishments and Highlights for the Month:**

- In support of the PV Chamber of Commerce secured Findlay Automotive Group's title sponsorship for the upcoming Rhythm and Brews event
- Approved P&R Commission meeting minutes
- Approved department payroll requests
- In accordance with management budget schedule for FY20/21 coordinated department planning for information technology requests; capital equipment and project requests and departmental staffing requests
- Attended meeting with Ben Hooper, Economic Development Coordinator, in review of planning interests by a sports development group for a pickleball facility and recreational vehicles
- Met with staff in review of community monument project and the development of a planning tool
- Met with department and Chamber staff in review of Rhythm and Brews planning
- Participated in AZ State Parks and Trails teleconference program
- Spoke with staff concerning instructor issues and facility staff interactions
- Attended FRIENDS board meeting in review of planning efforts for American Legion Park ribbon cutting



- 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 AZ Community Foundation of Yavapai County grant application workshop
- Attended aquatics coordinator interview with staff
- Met with Ed Reily, Bronzsmith, along with Commissioner Smith and Isabella Chewning, Arts and Culture Coordinator in review of Community Monument Project
- Attended CASA board meeting
- Attended Diane Russell's, Town Clerk, retirement celebration
- Submitted department monthly report for distribution
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Attended Town Manager's FY20/21 budget kick off meeting
- Participated in conference call with staff reviewing data development with Mike Svetz, PROS Consulting for department master plan
- Met with Isabella Chewning, Arts and Culture Coordinator, in review of Community Monument packet refinement for committee meeting
- Met with Lesley Jenkins, Northern Arizona Regional Director for the Alzheimer's Association, and Jason Elmer, Parks and Recreation Manager, in review of possible association special event
- Attended weekly Department Head meeting with Town Manager
- Met with LinQ Elliot, Arts and Culture Chairwoman, in development of commission agenda
- Met with Mike Svetz, PROS Consulting and parks staff in review of maintenance assessment with parks staff for master plan development
- Met with Mike Svetz, PROS Consulting and recreation staff in review of programming assessment with recreation staff for master plan development
- Met with Mike Svetz, PROS Consulting and executive staff in review of capital improvement planning for master plan development
- Attended the Parks and Recreation Commission regular meeting
- Completed annual self-evaluation for review with Karen Smith, Assistant Town Manager
- Attended planning meeting for potential new 250 mile race with event developers, Chief Roser, Public Works Manager Alex Romero, and P&R Manager Jason Elmer
- Attended the Arts and Culture Commission work study meeting
- Attended Communications/Channel 56 Census filming for the P&R Department
- Attended Community Monument committee meeting with Commissioners Smith and Sinclair and Isabella Chewning, A&C Coordinator
- Attended the Arts and Culture Commission regular meeting
- Attended FRIENDS ribbon cutting ceremony at American Legion Park
- Marisa Gilardoni has completed her 6 month review and we are happy to say she will be continuing with us but will be transitioning to the Aquatics position and we have started the hiring process for a new Athletics Coordinator
- Isabella hits her 6 month mark on March 3<sup>rd</sup>, her review has been completed and we are happy to say she will be continuing her position with us.

### **ARTS AND CULTURE:**

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

- Finished planning and executing a successful Daddy Daughter Date Night event
- Planned and scheduled six jurors for Youth Art Month
- Worked with Bryce on passing A&C instructors over to her category
- Organized with teachers for Youth Art Month Install



- Completed Youth Art Month install and jurying and contacted wining teachers
- Continued to develop a plan for the Community Monument Project fundraising
- Installed five pieces of donated art by artist Susan Popko on the 4<sup>th</sup> Floor of the Civic Center
- Worked with volunteer Jean Lupa on securing multiple donations and sponsorships for Eggstravaganza and Family Art Festival
- Completed Budget forms and sheets
- Attended a Council meeting for Youth Art Month Proclamation
- Planned the Youth Art Month reception
- Booked two bands for the Northern Arizona Coffee Fest
- Booked two bands for the Summer Concert Series
- Accepted applications and made arrangements for Public Art Displays for all 2020
- Worked with LaToya Muse on setting up for our Mayor to shoot a commercial for Parks and Recreation classes
- Stared to reach out to sponsors for Movies Under the Stars and plan for specific movie showings
- Made Movies Under the Stars marketing
- Planned a group photography exhibit in the Library for the month of May which is National Photography Month
- Began planning for the PV Days Parade Float and worked with Brian Witty and Lea Duke to set up a PV Days Parade Float committee made up of Town employees and volunteers
- Researched and wrote a grant through the Arizona Community Foundation and submitted the grant
- Completed my six month review with my supervisor
- Attended and acted at scribe for A&C Work Study meeting and A&C Regular Meeting

### **AQUATICS:**

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

- Staff gathered together to put on an excellent Polar Bear Splash Event. The weather was nice and warm, but the water was only 35 degrees.
- Marisa has completed her 6 month review and we are happy to have her transitioning to aquatics shortly.
- Staff has been working with vendors to secure quotes and Council approval for replacement of the pool filters. With an aggressive schedule we should be able to have the new horizontal filter installed before preseason begins at the pool.
- 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 in process
  - Preparing for 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 start, Soccer continues
  - March allocation communicated to schools, organizations & teams

**COMMUNITY EDUCATION/OUTDOOR RECREATION:**

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

- We held our annual Daddy Daughter Date Night on February 21<sup>st</sup>. There were a total of 140 people and in all the event was a great success. Rosa's Italian catered, Sky City Audio provided music and entertainment, Flour Stone Bakery provided dessert, and Queen Elsa came to visit with the girls. Prescott Valley Dailey Courier came by to see what Daddy Daughter Date Night was about. They interviewed both Isabella and I and then shared the interview on their website.
- Secured my Lifeguard Re-Certification to help with training lifeguards for the 2020 pool season at Mountain Valley Splash. I will still need to get my Lifeguard Instructor re-certified in the next month.
- Held an instructor meeting with Michael Rodger to talk about starting a Karate program for all ages.
- Walking Club registration opened on the first of the month. The first walk will be held on May 22<sup>nd</sup> when the weather gets warmer. We are looking forward to getting the club started!
- Completed budget information for the 19-20 fiscal year

**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
- Paint soccer field at Viewpoint park
- Check fences on Iron King Trail
- Prep for New Year's eve event
- Repair lights in RR at Granville park
- Trim bushes at Viewpoint park
- Cut/excavate pad for Ramada at Santa Fe Station
- 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



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- 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 snow plow 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:**

- Daddy Daughter Date Night:
  - Decorations being made by volunteers
  - Sponsorships and donations sought and collected by volunteers and staff
  - The event went very well, food was excellent and well received, the addition of the Elsa Princess was VERY popular, and the decorations were excellent and well received by attendees.
  - Staff reviewed the event and took notes for improvements for the future
  - Bryce and Isabella did a fantastic job with DDDN, Marisa and volunteers were very helpful day of (and in preparation) as well. This event just keeps improving every year.
- EGGstravaganza prep
  - Split tasks for staff, including scheduling seasonal/PT employee(s) to help
  - Confirmed Hero Party Rentals in attendance
  - Worked with community member to have free mini train rides at the event
- Rhythm & Brews prep:
  - Have established the \$5000 sponsor (Findlay)



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- Working with Chamber to organize lesser sponsorships, Jason and Brian (along with Chamber) met with radio stations to discuss their potential involvement, Hope met with Hero Party Rentals to discuss their involvement as both sponsor and for specific needs for the event (tent, face painter, inflatables, etc.)
- Marketing started going out and the event was created on the Parks Facebook page
- Gold Fever Day prep:
  - Shuttle is confirmed through HUSD (donated)
  - Set meeting to discuss details with Sharlot Hall (3/3/20 with Mick at Fain Park)
  - Marketing materials sent out, including event added to Facebook
  - Met with Chamber to discuss their role – they are going to talk to Arcosanti about potential performances/gold panning, etc. and will have a booth at the event and extra hands to help as needed.
- Northern Arizona Coffee Festival:
  - Sent form to Health Department
  - Got forms for vendors and sponsors to Peavine Coffee
  - Staff made marketing materials, need to start Facebook event and distribute social media info
- PV Days Parade prep: staff has developed a theme and general plan for decoration, working to organize volunteers and staff to assist with creating the float

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

Event	Date	Internal/External	Location	Attendance
2020 PV Pinwheel Party	4/18/20	External	CC Grounds	400
Relay for Life	6/5-6/6/20	External	CC Grounds	300
Elks Lodge 330 Flag Day Event	6/12/20	Internal	Civic Center Greenspace	50+
Woofstock	6/13/20	External	CC Grounds	200+
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 February 2020:**

Event	Date	Internal/External	Location	Attendance
None				

Director Witty didn't have anything to add if there are any questions.

b. Chairperson Report:



Chairperson Gummer shared an article about the benefits of Eco Therapy getting healthy outdoors. Walking is good and better to get out to a park or a trail, soak up the sun and fresh air.

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

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

- April is coming soon and our big blowout Arbor Day celebration at Santa Fe Station Park.
- The next board meeting will be Tuesday, March 31 at 11:00 a. m. with Director Witty, Commission Chair, Vice Chair and our arborist.
- Subjects to cover:
  - getting activities ready for Arbor Day
  - setting goals to meet our Tree City and Growth Award designations
  - information will be shared at the April commission meeting

We received an email notifying us that have been awarded our Tree City USA designation and inviting us to a celebration. Staff will be going to collect those elements just prior to our event. We don't have answers yet on next year's grant applications. We have completed our 1<sup>st</sup> quarter report and working on tree planting for Santa Fe Station Park.

### **b. Mr. Dana Diller, Volunteer Arborist – *B. Gummer, Chairperson***

Mr. Diller, a former Parks & Recreation Commissioner member, said it's nice to be here and knows most about what the commission is doing. He worked for the City of Prescott for many years and had an opportunity to become a certified arborist. He had 8 weeks of training and many books to study and passed. He has lived here for a little over 30 years. Back then we had trees but not much. The committee makes sure that the right trees are being planted.

Chairperson Gummer said that Dana has done much more than he said. Being able to choose the correct tree is very important. He's helped the commission and citizens sharing his knowledge. He's a man of many talents. Mr. Diller said his favorite thing to do is hike with his Yorkie, Sam.

Chairperson Gummer thanked Dana so much for all he's done for the commission and town. Director Witty will let us know where to meet for the March 31<sup>st</sup> meeting.

## **8. Old Business**

### **a. Capital Projects updates - *B. Witty, Director***

- Hit the mark on capital purchases including repair parts for the filtration system at the pool.
- Completing Santa Fe Station Park bit by bit. Hope to announce the ribbon cutting date before the Arbor Day events
- Piling footings are in place for the ramada. Anticipating an early to mid-April placement date
- Curbing strips for the turf area are in place.
- Purchased turf equipment, auction vehicles and snow plows for trucks.
- Hitting our goal and performance measure at 100%.
- Deadline to complete projects is June 30<sup>th</sup>.





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Arbor Day is Friday April 25<sup>th</sup> 10am to noon. Grant funds provided the ability to purchase and plant at least 15 trees on that day.

**9. New Business**

a. Mining Exhibit update - *B. Witty, Director*

Director Witty said that we received an estate (mining equipment) with the Friends of Prescott Valley Parks and Recreation and the Prescott Valley Historical Society in the name of Jerry Munderloh. When the property was bequeathed to the town, Jerry did the initial trail development. The main component was to bring the history of the park to the people. Director Witty illustrated on a map the location of the mining equipment exhibit. One of the components going on is that some items are not period appropriate. Director Witty talked about the observatory platform and depth of the dam that exists, different pipes showing how hydraulic mining was done. A goal is to collect the period pieces and removing pieces that do not belong with that period. Another goal is the make the exhibit ADA compatible. On the map he showed an area that's relatively flat (near restroom facility) offering an easy access element. There is a map with the locations of the equipment and identifies how to get to the elements and what those items were used to do. Upcoming plans will be shared with the commission and he asked them for their input. If we can put a plan into action now and finish before summer ends. Commissioner Brinkman agreed with the proposed location. It would catch attention of the public right away. Will create a public campaign and we hope it will become a springboard for people to explore other historical items.

**10. Other**

None

**11. Unscheduled Public Appearances**

None

**12. Next Meeting**

a. Regular Meeting: Tuesday, April 14, 2020, 6:30pm, Auditorium

**13. Adjournment**

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

**Commissioner Fahlman made a motion to adjourn the March 10, 2020 meeting. Commissioner Gorman seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 7:10p.m.**

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Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Support II  
March 12, 2020