



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, April 9, 2019

Minutes

1. Call to Order & Welcome –

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

2. Roll Call

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

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 April 9, 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 March 12, 2019 Regular meeting minutes. Hearing none he asked for a motion to approve the minutes as presented.

Commissioner Fraher made a motion to approve the March 12, 2019 Regular meeting minutes as presented. Commissioner Brinkman 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:

- Be a Better Basketball Player
- Yoga classes
- Tai Chi
- Evening Yoga
 - To register or for any of these classes please contact Parks and Recreation at 928-759-3090 or visit the website at www.pvaz.net.

b. Upcoming Special Events

- 16th Annual Eggstravaganza & Family Art Festival – There will be booths and activities; \$10 wrist bands for the jumpies; free petting zoo, performances by students Liberty Traditional, Granville, and Franklin Phonetic concluding with



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

performances from Ms. Sue's beginner and intermediate ballet and tap class students.

- Arbor Day – Join the Town of Prescott Valley for an Arbor Day Celebration at Sunflower Parks (7240 E. Sunflower Lane) on Friday, April 26th from 10am – noon. Learn how to plant trees and why we plant trees with Prescott Valley Parks & Recreation staff and volunteers from Prescott Valley Early Bird Lions Club! A free sapling for the first 500 in attendance.
- Badges & Bobbers & Gold Fever Day – Saturday, April 27th at Fain Park, 2200 N. 5th Street.
 - Badges & Bobbers begins at 10am – 1pm: FREE fishing with Arizona Game & Fish, Prescott Valley Police Department, Central Arizona Fire and Arizona Game and Fish.
 - Gold Fever Day begins at 9am – 7pm: There will be live music, reenactors, survivalist demos, games, vendors, Hero Party Rentals and MORE. Visit www.pvaz.net or call 928-759-3090 for more information. Parking area open with shuttles taking people down to the park and back up.
- Pitch Hit and Run – Join the Town of Prescott Valley and Boys & Girls Clubs of Central Arizona on Saturday, May 4th at 11am, Mountain Valley Park, Field #1. Open to boys and girls ages 7-14 years of age (age is determined as of July 17, 2019). This is your chance to complete at a major league ballpark. Winners from this event could advance all the way to the National Finals during MLB All-Star Week. It's FREE to participate!
- Pool Season at Mountain Valley Splash opens on May 25th with open swim from 1pm – 4:30pm daily. Swim lesson sign ups begin Saturday, May 18th. More information is available at www.pvaz.net or call us at 928-759-3090.

6. Department Update – For Review and Possible Action

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

ADMINISTRATION:

- Met with Jason Elmer, Manager, in review of department operations
- Approved department payroll requests
- Spoke with Debbie Stewart, Senior Connections, in review of annual support for CASA expo participation
- Collected community survey results for Unit#6 playground interests
- Met with Karen Smith, Assistant Town Manager, in review of department operations and developments
- Conducted Athletic Coordinator interviews with Jason Elmer, Parks and Recreation Manager; Hope Hooper, Arts and Culture Coordinator; and Jamie Buckman, Human Resources Manager
- Met with the Healing Field logistic team in review of operations for future committee meeting report
- Finalize access report for Michael Kellett for analysis of Fitzmaurice Ruins obsidian samples for graduate program thesis
- Met with Lori Moss, P&R Commission candidate
- Tackled Town office closures and snow removals – "GREAT JOB TEAM!!!"
- Spoke with representatives from the General Acrylics in the consideration of pickleball court development at Granville Unit #6 Park
- Met with recreation staff in review of divisional operations and planning
- Coordinated Parks and Recreation Master Plan request for proposal evaluations, schedule and distribution to evaluation committee



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

- Met with Hope Hooper, Arts and Culture Coordinator, in review of division operations
- Prepared Commission meeting packets
- Met with administrative office staff in review of operations and planning
- Provided material procurement support to Commissioner Wertz for cooperative project with B&G Club for art project representing the partnership of Town, B&G Club, and the NAZ Suns
- Reviewed both park/athletic preparations of upcoming adult softball season
- Met with Karen Smith, Assistant Town Manager, in review of staffing requests and seasonal employee updates for the new fiscal year request
- Met with Heidi Foster, Communications Relations Coordinator, in review of department marketing
- Spoke with various professional community members in review of inclusive playground design
- Met with Andy Sinclair, Arts & Culture Commission Chairperson in review of monthly agenda development
- Attended the Arts and Culture Commission's regular meeting
- Attended Boys and Girls Club expansion construction progress meeting
- Finalized installation and payment of new scoreboards at the Mtn. Valley Park 4-plex
- Attended weekly Department Head meeting with Town Manager
- Completed department goals and objectives, revenue reports and capital requests for FY 19/20 allocations
- Met with park staff in review of division operations and planning
- Attended Parks and Recreation Commission work study meeting in review of consultant and community input for the Unit #6 inclusive playground
- Met with department staff in review of fiscal year division budget requests
- Met with Karen Smith, Assistant Town Manager, in review of department budget planning for FY 19/20
- Completed all FY 19/20 budget request entry
- Met with staff in final review of landscape materials for the B&G Club expansion project
- Completed preparations for the Mayor's Community Event Outreach event
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Attended Mayor Palguta's introductory meeting with the Parks and Recreation Department
- Met with Karen Smith, Assistant Town Manager, and Casey VanHaren, Library Director, in review of business license requirements for vendors and instructors
- Coordinated P&R Master Plan Evaluation Committee for review of qualified RFP's for determination of interview candidates
- Approved numerous department direct pay and accounts payable requests
- Completed department monthly reports
- Completed numerous public service announcements for department services

ARTS AND CULTURE:

Current Services/Accomplishments for the Month:

- Met with Sky City Audio to discuss DJ needs for the coming year for various events
- Met with Jeannie Fry, potential volunteer, to discuss opportunities for her
- Met with Shane and Satish at the Event Center to discuss using some of their spaces to post banners for our events. We have started utilizing the outdoor spaces already to promote Gold Fever Day.
- Met with Arizona Hometown Radio Group to discuss their sponsorship of our events for the year.
- Coordinated materials and services in the production of the Youth Art Month reception.



- Radio spots: Thursday, March 7th with Marnie (Prescott station), Monday March 25th with DJ Fone, Community Connections on March 26th at Channel 56 – all promoting EGG/FAF and GFD/Badges & Bobbers
- Instructors:
 - Met with Louna Crooks to review classes, update the display case and created new flyers for her classes.
 - Met with Dani Fisher to discuss new class opportunities for her including adult classes and one-time classes.
 - Completed instructor payments, moved instruction equipment as needed, completed reschedule date for Ms. Sue's students, facilitated schedules through the summer for most teachers.
- Accepted and organized applications for the Art at the Center program
- Prepared and attended the March the Arts & Culture Commission meeting.
- Met with Keith Kucera to discuss volunteering with our department via office assistance and possible horticulture program in the parks.
- Met with the staff team for the volunteer banquet
- Picked up fishing poles with Jason and PD and met with them, Game & Fish, PW, and volunteers about GFD/Badges & Bobbers to discuss logistics.
- Created flyers for GFD/Badges & Bobbers, EGGstravaganza, Arbor Day, and instructors as needed.
- Reviewed incoming applications for Public Art Exhibit and Theater on the Green and then distributed to the various Arts & Culture Committees for approval and delivered the appropriate communications back to the artists/musicians. We were able to get several bands scheduled for this year and encouraged any bands not on the schedule to still utilize the theater space for their own shows.
- Spoke with Movie sponsors about returning for this years' Movies Under the Stars series.
- Spoke with Ted Leonard about concerts for the year; all of our dates are reserved with him through the end of 2019.

AQUATICS:

Accomplishments/Highlights/Improvements for the Month:

- Stair replaced on big slide
- Pool was drained and cleaned
- New pump motor ordered
- LED lights installed in the tool room
- New isolation valves installed on the salt cells
- South side family changing rooms were cleaned and painted
- Preparations made to replace deck concrete

ATHLETICS:

Accomplishments/Highlights/Improvements for the Month:

- CivicRec
 - Implemented electronic player waivers for volleyball and basketball
- Spring Softball
 - Week 1 games cancelled due to field conditions with games rescheduled throughout the season to minimize weekday makeup games
 - Only one full weekend of operation in April with two reduced weekends due to the Yavapai Cup Tournaments.
- Winter Volleyball league completed
- Spring Volleyball managers meeting held and league play began
- Spring Basketball managers meeting held and league play began
- Summer Kickball



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

- Registration opens in April
- A few people have expressed interest in having a team; marketing will be in place to improve the chances of running the league this summer.

COMMUNITY EDUCATION / OUTDOOR RECREATION:

Accomplishments/Highlights/Improvements for the Month:

- Daddy Daughter Date Night was a very successful event even though it had to be moved to a later date because of the snow storm that hit the town late February. Businesses in the community played a key role in helping us with prizes and giveaways for both the fathers and daughters. In total we had 54 couples registered for the event.
- The Day Trip to the Desert Botanical Gardens was a success. It was well received by all participants and many expressed interest in participating in future Day Trips.
- A yearly schedule of Day Trips is currently being created. This would allow those who are interested to plan ahead of time for trips in the future rather than finding out last minute. All the Day Trips will be on Rec1, but won't be open for registration until the month of the actual trip.

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
- 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 weeds and leaves at Urban Forest
- Pressurize main lines at parks for spring start up
- Aerate sports fields and civic center turf
- Train staff to aerate turf
- Fertilize sports fields, slopes and Civic Center turf
- Trench and install new station at Civic Center below PD
- Trench and install new heads in turf at Civic Center
- Seed areas at Civic Center near PD expansion
- Rebuild cattle gate a Barlow Massick's
- Repair broken sprinkler heads at Civic Center, Viewpoint, MVP
- Rebuild 2 valves at Pronghorn
- Rebuild 1 valve at Quailwood
- Install Rp and drip valve at Boys and Girls Club
- Run new drip poly line at Boys and Girls Club
- Plant 7 trees at Boys and Girls Club
- Spread DG at Boys and Girls Club
- Spread new landscape rock at Boys and Girls Club
- Remove old landscape rock at Boys and Girls club
- Remove and haul off old playground material from Mtn. Valley
- Remove old broken down rubber playground surfacing from Village Square
- Excavate and add new EWF to playground at Village Square



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

- Drag and prep baseball and softball fields at Amphitheater
- Drag, prep, chalk fields at 4-plex for softball
- Spread EWF at Granville Park
- Haul EWF to Granville playground
- Remove bushes at MVP playground
- Paint wooden bench at Dog Park
- Spray weeds at MVP, Dog Park, Antelope, Bob Edwards, CASA, Granville
- Groom soccer 1 and t-ball fields
- Weed abatement at Mtn. Valley
- Repair and paint wooden tables at Antelope
- Drag fields at Antelope for baseball
- Paint foul lines at 4-plex and Antelope
- Scalp all turf areas
- Mow sports fields and Civic Center
- Remove bush at Boys and Girls Cub
- Tear down old P&R message sign on Robert Road
- Trim trees at Boys and Girls club
- Remove weeds at Sunflower
- Add DG to landscaped areas at Sunflower
- Change oil, oil filter, transmission filter, and hydraulic filter on Kubota
- Patch concrete at Skate Park
- Install bathroom partition at Tonto N men's RR
- Work on pool pump starter and electrical
- Replace toilet shut off valve at Amp RR
- Change blades/mow height on Jacobsen mowers

Special Event Applications in process in March 2019:

Event	Date	Internal/External	Location	Attendance
EGG/Family Arts Festival	4/13/19	Internal	CC Amp & grounds	1000+
Arbor Day	4/26/19	Internal	Sunflower Prk	500
Prevent Child Abuse	4/27/19	Internal	Greenspaces	300
Gold Fever Day	4/27/19	Internal	Fain Park	1000+
Carry the Load	May	External	PV roadways	25
Fisher – Anniversary Party	5/4/19	Internal	Crystal Room	75
Potter's House	5/27/19	External	MVP Pavilion	150
Potter's House	6/1/19	External	MVP Bball Crt	30
AZ SonShine Run	6/2/19	External	Event Center	100
PV Methodist Church Picnic	6/9/19	Internal	MVP Pavilion	70
Car Show & Concert	6/15/19	External	CC Amp & Lakeshore	2000
Potter's House	9/2/19	External	MVP Pavilion	150
Healing Fields Flag Display & Memorial service (9/11/19)	9/6-9/13/19	Internal	Civic Center Grounds	150+



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

Healing Fields Concert	9/7/19	Internal	Theater on the Green	100+
YRMC Employee Picnic	9/14/19	External	CC Amp & Grounds	500+
PV Marathon Run	9/2019	External	CC Amp & Grounds	200+
Moore Wedding Ceremony	10/5/19	Internal	Fain Park	100

Special Events held on Town property in March 2019:

Event	Date	Internal/External	Location	Attendance
Disc Golf event	3/9/19	Internal	Fain Park RL1	25

Director Witty said staff has been busy with future programming and he is working on a few capital elements for presentation to council. There were no questions for staff.

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

Chairperson Gummer said that community centers make a positive influence on youth with a focus on discipline and school work. They might offer sports and other activities such as arts and crafts. A community center increases property values and serve as an incentive for people to move here. Many senior citizens would be drawn to a community center offering a variety of programs and activities, dancing, movie nights etc. The town is growing at a rapid pace and here’s hoping that the future for this town will see the value of a community center and not like a YMCA for just swimming. With an updated master plan coming we can look at the idea of including a future center.

7. Tree Advisory Board Business

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

- Committee Meeting, 11:00 a.m., April 17, 2019, P&R Conf. Rm., 406
 Chairperson Gummer said that the meeting room was changed to conference room 406. The members of the Tree Advisory Board myself, Brett as Vice-chair, and Dana Diller, a certified arborist along with a representative from APS from the forestry division. The expectations coming from this committee is to put together a plan not just for the upcoming fiscal year but also a 5 year vision plan as well. Hopefully this will be a part of our presentation depending upon the outcomes of the advisory group so that the committee will be able to grab ahold of these opportunities and move those objectives and projects forward so we can continue to be successful receiving the Tree City and Growth award status with the U.S. Tree community. Chairperson Gummer asked how many years the town has been a Tree City. Director Witty replied that we are at 14th and will soon be approaching the 15th anniversary. It’s definitely been a pleasure of mine over the course of the last 12 years and its a milestone anniversary that I want to make sure we hit. The efforts of this advisory group and their recommendations and planning for a five year period makes it easier to accomplish that goal.



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

8. Old Business

a. Department Master Plan Update – *B. Witty, Director*

Director Witty thanked the commission for their comments on having a community center. Continuing, he said we are grateful for a variety of partnerships via an inclusive process with this commission and the Arts & Culture commission with key stakeholders in this community such as, Central Arizona Senior Association (CASA), Boys & Girls Club, which is hopefully coming soon with a ribbon cutting for the new gym.

Leading up to 2019 we accomplished large portions from the 2002 plan. The master plan program gives us very specific direction and guidance for 10 years with strategies to reach these goals and mapped in concert with the town's 2025 General Plan.

There will be many other items coming with this new plan. We want to give the community every opportunity to voice what is important to them: classes, facilities, parks etc. We will be taking a huge 360 vantage point for a host of different types of opportunities for participation. The plan will take us to the next level of development growing into guidelines to develop park systems, levels of service whether by staff, programmatic, finance policy, all different types of things. The intended outcome is to give a quality system on every level that it fits within a community and its desired outcomes. That is our goal.

My hope is that in less than 10 years that I can come before you and inform you that your Parks and Recreation Department has received accreditation and that it is also applying for and hopefully winning the National Parks and Recreation Association's gold medal standard for a community of our size.

As you are aware we started advertising for this opportunity back in January. We received proposals from 5 professional consulting services. We had an advisory committee consisting of 3 staff members at various levels and 3 members of the community. We evaluated each agency based upon the requirements within those proposals and were graded by the selection committee. The committee found that 2 of those consultants met the requirements in a very clear and concise manner. They were both invited to sit before the selection committee presenting their proposals. Following their presentations they were again reevaluated by the committee and we came down to a final selection. That selected consultant has been invited to make a presentation to the Town Council on Thursday, April 18th. We encourage you the members of the Parks & Recreation Commission as well as the Arts & Culture Commission are encouraged to be in attendance so that we can show you and demonstrate from our consultant that staff is recommending to council for award of contract their qualifications and abilities and what that forecasted process would become. Following that presentation any other information that is sought or materials needed, on April 25th staff will be presenting to council their recommendations for the award of an agreement with our consultant then would result in a notice to proceed. The very following week we would begin that process. What that schedule would be I don't have that information. These will be the next steps after the agreement is made. The next process will be engaging of all of you as as commissioners, the public, community open house meetings and stakeholder meetings and provide a very transparent website portal service. Chairperson Gummer said that the consultants that came were well versed and educated on what they do. There is a need for this kind of planning. Continuing, Director Witty said



that the timeline is succinct to be completed May of 2020 and a final presentation and summary in June of 2020 (findings, surveys) setting the course for the next 10 years. This is quite an intense project. We will be engaging community throughout the entire process. Chairperson Gummer said the plan will see where we are good and where we are deficient.

9. New Business

- a. Mtn. Valley Park Playground Ribbon Cutting, 4:00pm, April 11, 2019 – *B. Witty, Director*

Director Witty said that not too long ago we were going through the proposals. The Mayor and Council are invited to attend the ribbon cutting ceremony to officially open the playground for the community. Commissioner Fraher asked if all the work is complete to which Director Witty said yes and no. One of the elements the big climbing apparatus called the Orange Twist will be replaced. The design that was sent to us was much smaller. The manufacturer offered us this item to use during these busy tournaments weekends. We don't have a timeline for the replacement but installation should only be a 1 week turnaround. Please join with us if you can for a quick, fun presentation. The Arbor Day proclamation will be presented at council this same day.

- b. Town Park Naming Opportunities – *B. Gummer, Chairperson*

Chairperson Gummer said the he and Brian have been talking about parks that we don't have names for. We haven't had the opportunity to work on something like this. Some of the parks are named after significant persons such as George Andersen and Bob Edwards. We now have another Granville park coming on board. There is already a park on the west side of the development and now this new park on the east side. This development presents you with an opportunity with focus on the Granville parks, both east and west side park as it is being called Bronco Park internally and by the surrounding residents. We could look at the new Granville Park to be referred to as perhaps, Santa Fe Park. He is asking the commission to make recommendations so that the town can do outreach on Facebook and other media platforms. Commissioner Fahlman asked staff if ideas should come from the commission to which Director Witty said, yes. A few other ideas were mentioned by the commissioners. Commissioner Fraher said that if we are going to get the community involved we need to get started right away.

Commissioner Fahlman added that we don't want thousands of suggestions. Commissioner Fraher added that we should ask for suggestions from the citizens that offered suggestions on the inclusive elements. Chairperson Gummer said that because it's inclusive it shouldn't be named Granville but something special to recognize these elements. Commissioner Brinkman said he doesn't mind the name Granville but as we evaluate the community parks and town parks it's a little mismatched as a whole but will be rather unique. Director Witty said that he is looking forward to comments from the commission. Commissioner Fahlman asked Director Witty about the area south that's part of a large drainage route that was once offered for a town park. Director Witty said that area is a dead issue. In conclusion, Director Witty asked the commissioners to send their suggestions to him by phone or email and we'll move forward from there.

10. Other

Commissioner Fraher was wondering if there is an update on the Fain Park washout of the footbridge. In years past we have always seen a lot of flow coming on the Rosecreek Creek



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

side so Mother Nature turned the table on us so we got a lot of input through the Lynx Creek branch filling the lake. In doing so it wiped out all our abutments that supported the footbridge that was constructed with the help of the Over the Hill Gang and Yavapai Trail and a grant from the Yavapai Community Trust. So right now it is a footbridge to nowhere. Director Witty said he reached out to our partners and they are going to come out to strategize with the team on some new development for the future. With all of this flow the creek is different now. Currently there is a good amount of work on all of that right now because of the upcoming Gold Fever Day event. As of now the footbridge is not available for use in crossing the creek on the northwest side of the lake. Commissioner Fraher asked if there is an opportunity to partner with other environmental groups in the area that deal with creeks for grant funding opportunities. Director Witty said that upstream mitigation is a definite need. These are some of those methods we have to strongly look into.

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. Regular Meeting: Tuesday, May 14, 2019, 6:30pm, Auditorium

13. **Adjournment**

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

Commissioner Fraher made a motion to adjourn the April 9, 2019 meeting. Commissioner Fahlman seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 7:28 p.m.



Chairperson, Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Supervisor
April 16, 2019