



**Town of Prescott Valley**  
Parks and Recreation Department  
7501 E. Skoog Blvd.  
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Parks and Recreation Commission  
**Work Study Meeting**  
7401 E. Skoog Blvd., Auditorium  
5:15 p.m., Tuesday, May 14, 2019

**Minutes**

1. **Call to Order & Welcome –Chairperson Buzz Gummer**  
Chairperson Gummer called the meeting of the Parks & Recreation Commission to order at 5:15 p.m.
2. **Roll Call**  
Members present: Chairperson Buzz Gummer; Commissioner Ron Brinkman; Commissioner Elaine Fahlman, Commissioner Lori Hunt and Commissioner Pat Fraher. Members absent: Vice-Chair Brett Poliakon, Commissioner Kevin Trovini. Staff present: Brian Witty, Parks & Recreation Director; and Kathy Wise, Administrative Supervisor. Guest: Michael Svez, Pros Consulting.
3. **Approval of Agenda**  
Chairperson 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 May 14, 2019 agenda as presented.** Commissioner Fahlman seconded the motion. Motion carried unanimously by those members present.

4. **Parks and Recreation Master Plan – B. Witty, Director**
  - a. Michael Svez, PROS Consulting:  
Mr. Svez said that he appreciates the opportunity to give an overview of the master plan process. He met with town staff, parks staff, parks maintenance and recreation staff this afternoon. The overview of the project is going to be a very data driven process. Pros Consulting has been in existence since 1995. He has worked all over the country. We are all about parks and recreation. We are currently working in Rwanda, Africa. Kimley-Horn Landscape Architects will put together a full blow comprehensive inventory of your parks systems. It will include: What's going to come that's new; what has been done and how to strategically bring new. He has worked extensively with Kimley-Horn. We want to take the findings directly to the public and staff. The information we are going to get from the public is paramount to the plan development. Continuing his presentation he shared a slide show highlighting the areas of information gathering process.

Continuing, Mr. Svez said we are going to be doing a statistically valid survey which needs to be demographically and geographically balanced. The survey will take place when schools are back in the fall.

Public Leadership Engagement/Advocacy Strategy. Any phase of the project will be presented to you in chunks; how information works and works together. Then at the end there will not be any surprises. We will take feedback and incorporate it into the plan. So everyone will have an opportunity to learn, and know that this is the Town of Prescott Valley plan.

There will be site inventory assessments: parks, trails, pools, facilities, open space. Is it the right inventory and highest quality inventory and what needs to be life cycle



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replaced in the future. Playgrounds last 15 years. Plan to know when to replace equipment in the existing park system.

Program Assessment: We will use a program that can be utilized by the department going forward to have the ability to compare with the community. Their planning is data driven and to prioritize community rankings. Much of what we want to do includes the experiences people should dictate the environment. So if somebody wants tennis, need tennis courts; out with dogs, dog parks.

Current Level of Service. Park acreage, dog parks, pools and other amenities. They are going to capture inventory to provider service level needed. What is the other inventory provided for in the community? HOA's have swimming pools to be used by the HOA residents and guests; does provide a level a service that the town will not need to provide for. Could be a variety of things like playgrounds etc.

Equity Mapping – where are there gaps in our system and where can we improve access? Geography and topography dictate some of this. All information will translate into a recommended service level. What you need in your parks system. Creating a realistic Parks & Recreation master plan system. Do you have the capital dollars to put into the plan? What do you need for today's population and as it grows, how does this plan grow with it. Capital Improvements – total cost of ownership – capital dollars are sometimes easier to come by than operating dollars (tax payer dollars) to whether work is being done by town employees or contractors. If you make capital investment we must have the right amount of capital dollars to manage and maintain the inventory throughout its lifecycle. Make sure that there is appropriate amount of capital dollars to plan for the future for replacement/repairs. Divide capital into 3 buckets: sustainable; expanded services, visionary. Sustainable life cycle replacements. 2<sup>nd</sup> how do you us existing park system to meet the needs of the public such as walking trails that connect destination locations. Maybe find in existing trail areas with existing parks. Visionary – expansion of the parks system; replacing the pool; community center etc. Important to break up into buckets for funding strategies specific to the town. It's ok to have visionary elements but we don't want you not to be able to realize them.

Organizational capacity for implementing the plan. You have to have people to manage those projects to get them done in a timely manner, the costs will escalate over time as things cost more as time goes on. Don't want more than can realistically be accomplished.

Action Plan Matrix: the plan is supposed to last for 10 years, review and make sure you are doing what the community wants us to do. Commissioner Fahlman said to the consultant, you have covered a lot quickly and really clarified to me of the procedure to get through the master plan. Chairperson Gummer said to the commissioners, that you can see why Mike was chosen for this project. What they have done in the past and what they will show us for the future. Commissioner Fraher said the matrix index is an essential need for a master plan for the accountability from our level up needs to be recognized. Mr. Svetz replied, why do this project if you're not going to follow through. Commissioner Brinkman said one thing that I see we will get when the plan is complete we have seen so much change in state laws etc. and this will assist us in making adjustment. Mr. Svetz said that looking at funding sources that could be feasible in the future compared to what



works today. Commissioner Hunt asked if the 350 surveys is just a number or actual. To which he replied, it's a minimum to receive. We hope they are answering not just for themselves but for the entire household. Commissioner Hunt asked, do you do an analysis of our impact fees and permit fees for this area and similar areas of this size. Mr. Svetz said we will look at impact fees as part of a funding source to see if the benchmark lines are too low, too high or just right. You have to have a master plan with a capital improvement plan to move forward. Developer impact fees are used to expand your system which does not include: pocket parks, open space etc. We are not going to drill down into the impact fee funds but will forecast what you will get based on growth. Commissioner Fraher asked how will you get community input. Mr. Svetz replied that we have an organization that people can fill out a survey and mail it in or go to the website. Commissioner Fahlman asked who decides who gets the surveys. To which he responded that the demographics of our population. We will know where the surveys came from on a map. Commissioner Fraher expressed concern about not getting responses from certain areas and will focus be made to get input from those areas. Mr. Svetz said they have been successful in the most difficult community dynamics. Chairperson Gummer said he was excited that HOA amenities are going to be looked at to assist in knowing what the entire community needs are. He added that our pool is at capacity within minutes of opening. Commissioner Hunt asked if the information provided will include a look into available grants. He replied yes, as that is one of the funding sources we will provide to you. We'll give you what those grants are, processes, website, what you can get in contribution. We won't be doing that until we get further down the road so that the grants we will be searching out are applicable to the community. Chairperson Gummer said he is glad to be involved in the process to give us all this information and learning curve that people have not be presented before. Mr. Svetz said that one of the big roles is to pontificate for Parks & Recreation; taking the time to educated and inform along the way with the Arts & Culture commission. Commissioner Hunt asked if there was a safety officer within your group. To which he replied that safety is a #1 priority.

5. **Other**  
None

6. **Next Meeting**  
a. Regular Meeting: Tuesday, May 14, 2019, 6:30pm, Auditorium  
b. Regular Meeting: Tuesday, June 11, 2019, 6:30pm, Auditorium

7. **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 May 14, 2019 Work Study meeting.** Commissioner Trovini seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 6:05 p.m.

  
Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Supervisor  
June 7, 2019