



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

Arts & Culture Commission  
REGULAR MEETING  
7401 E. Skoog Blvd., Auditorium  
5:30 p.m., Wednesday, June 17, 2020

**MINUTES**

**1. Call to Order and Welcome –**

Chairperson Quisenberry called the meeting of the Arts and Culture Commission to order at 5:30 p.m.

**2. Roll Call**

Members present: Chairperson Lindsay Quisenberry, Vice-Chairperson Nancy Smith, Commissioner Franki Gibson, and Commissioner Zach Moss. Members absent: Commissioner Andy Sinclair, and Commissioner Edward Lira. Staff present: Hope Hooper, Parks & Recreation Supervisor.

**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 presented.

**Vice-Chairperson Smith made a motion to approve the agenda of the June 17, 2020 Regular meeting as presented. Chairperson Quisenberry seconded the motion. Motion carried unanimously by those members present.**

**4. Approval of Minutes**

Chairperson Quisenberry asked if there were any changes to the May 12, 2020 Joint Regular Meeting with the Parks & Recreation Commission. Hearing none she asked for a motion to approve the minutes as presented.

**Vice-Chairperson Smith made a motion to approve the May 12, 2020 Joint Regular meeting with the Parks & Recreation Commission minutes as presented. Chairperson Quisenberry 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.)*

- Programs, Classes, and Special Events – *H. Hooper, Supervisor*
  - Parks and Recreation has resumed classes including Low-Impact Aerobics, Shing Yi & Ba Gua, Basic Dog Obedience, Tap & Jazz Classes, Ballet Classes, and Chito Ryu Karate as well as many other great classes. Register online at [www.pvaz.net/parks](http://www.pvaz.net/parks) or call Parks and Recreation at 928 759 3090
  - Movies Under the Stars is scheduled for June 12<sup>th</sup>: Frozen 2, June 19<sup>th</sup>: The Mighty Ducks, and June 26<sup>th</sup>: The Lion King (1994). Movies will be held at the Mountain Valley Park Amphitheater and movies begin at 8:00 pm.
  - Fall Softball registration is open! Men's and Coed Leagues are now open for registration at \$270 per team. Coed games are scheduled on Mondays starting on August 10<sup>th</sup>. Men's games are scheduled on Fridays starting on August 14<sup>th</sup>. Rainout and makeup games will be held on Wednesdays as needed. Games take place at



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Mountain Valley Park 4-plex. For more information and to register call 928 759 3090 or go to [www.pvaz.net/parks](http://www.pvaz.net/parks) to register.

- Chairperson Quisenberry asked to clarify how many members establish a team, and if a solo player wishes to join a team, can they contact Parks and Recreation to be added to an existing team?
- Hope Hooper responded that a team is constituted of a minimum of 10 people, but an individual can contact Parks and Recreation and they will be put in contact with a team that needs more members.
- 4<sup>th</sup> of July celebration will be held on Saturday, July 4<sup>th</sup> at Mountain Valley Park from 3:00 pm – 9:00 pm. There will be live music from 6:00 pm – 8:30 pm. Join us for food trucks, a beer garden, music, all day play at the 4<sup>th</sup> Fun Zone, and of course our firework display! For more information call 928 759 3090 or go to [www.pvaz.net/parks](http://www.pvaz.net/parks).

- 6. Division/Department Update:** for review and possible action
- a. Director's Report, May 12, 2020 - *H. Hooper, Supervisor for B. Witty, Director*

**Director's Report to the Parks and Recreation  
and Arts and Culture Commission – May 2020**

**ADMINISTRATION:**

**Accomplishments and Highlights for the Month:**

- Spoke with YRMC staff in cancellation of annual picnic due to COVID-19
- Secured new login information with recreation staff in support of IT software upgrades
- Spoke with Josh Newsham, Facilities Manager, and Rick Chase, Fire Marshall, in review of B&G Club riser room keys
- 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
- Assisted Business Department with updates to annual budget book for parks maintenance data
- Completed second draft reviews of the Parks and Recreation Master Plan with both the Assistant and Deputy Town Managers and Town Manager
- Assisted executive management staff with materials promoting the reopening of town hall
- Met with Heather Waldriff, Risk Manager, in review of Phase I reopening plans
- Reviewed with staff the necessary updates to the town's website for park date in multiple locations and special events
- Spoke with Commissioners Smith and Sinclair in review of grant applications
- Approved department payroll requests
- Completed monthly department reports
- Met with Commission Chairperson in review of monthly agenda development
- Reviewing possible cell tower development inquiries for both Community Center Park and Geo Andersen Park with consulting agent
- Welcomed back staff from work at home assignments via COVID-19
- Met with Town Manager in review of drive in movie opportunities for community opportunity
- Attended SIPRA roundtable webinar
- Complete meeting reservations for annual Healing Field committee meeting
- Closed and reopened various parks facilities in response to executive orders
- Spoke with CASA staff in review of reopening planning efforts
- Met with Mike Svetz, PROS Consulting, in review of department Master Plan development



- Spoke with Amanda Creel, PAAR Director, in review of NAR Grant reimbursement and council presentation
- Assisted staff in securing federal grant codes and assignment numbers in cooperation with applying FRIENDS group
- Spoke with AZ Horseshoe Association in review of startup for leagues and tournaments
- Attended webinar with Arizona Commerce Authority – Piecing Together Arizona’s Re-Opening
- Met with FRIENDS board member Ginny Reeves in review of grant applications
- Spoke with Kort Miner, BMHS Principal, in review of graduation ceremony scenarios
- Met with staff in review of A&C committee operations
- Attended APRA director’s forum webinar
- Completed test of Webex system with Casey Danner, IT Director, and commissioners from Arts and Culture along with Parks and Recreation
- Attended Arizona Game and Fish Departments advisory board meeting
- Assisted Heather Waldriff, Risk Manager, with Civic Center main entry door monitoring duties for attending guests
- Meet with Wander Way Park members in review of park bench improvement opportunities
- Attended joint session of Arts and Culture and Park and Recreation Commission’s
- Attended weekly Department Head meeting with Town Manager
- Received proclamations from Town Council
- Met with representatives from Signals for sponsorship and media distribution
- Attended Town Council work study session presenting departments FY20/21 budget request
- Met with Mtn Valley Splash seasonal staff in review of expectations and outcomes for the 2020 season
- Attended athletic coordinator interviews
- Assisted staff in providing front office coverage
- Participated in town wellness campaign with health screenings
- Assisted staff in the site preparation for Drive In movies event
- Participating in statewide park and recreation director’s forum in review of COVID-19 impacts
- Spoke with representatives of the from the modular restroom at Santa Fe Station Park
- Completed new aquatic schedule and operational guidelines reflecting COVID-19 requirements
- Submitted department monthly report for distribution
- Worked with Hope Hooper, Recreation Supervisor, and recreation staff in review of press releases and social media outreach

**ARTS AND CULTURE:**

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

Current Services/Accomplishments for the Month:

- Made a Social Media “Make it Monday” craft for Sailboats made from natural materials
- Created Instagram stories each Monday in May for National Photography Month detailing a different American Photographer every week
- Researched and created a National Water Safety Month STEAM learning packet to provide to the community
- Contacted all artists scheduled to display work in the Library in May and June and notified them of the changes
- Rescheduled all Library art shows and display case shows to accommodate for all groups and artists who had been scheduled to show in the Spring and Summer.
- Finished Budget forms and submitted them for review
- Acted as scribe for the combined Arts and Culture and Parks and Recreation Commissions Regular Meeting



- Developed a plan for the Drive-In Movie with Chick Fil A owners Sarah and Aaron Rodriguez
- Created marketing for the Drive-In Movies for our Social Media
- Coordinated art teachers to pick up the remaining artwork still being stored from YAM
- Worked with Swank Movie house to book the movie rights for the Drive Ins
- Attended a Council Meeting regarding the potential donation of a multimedia artwork by artist Gene Galazan to be placed at Fain Lake
- Worked the Drive-In movie with other Rec staff

### **AQUATICS:**

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

- Successful Open Seasoning with new guidelines and capacity
- Operating limited schedule until June- includes Open Swim and Lap Swim
- Working with HR to process employees
- Abiding by COVID 19 limitations and guidelines
- Lifeguard training completed
- Pool Heater- requiring ongoing work, currently waiting on part
- Addressing Splash pad systems
- New Filter installed
- Annual deck painting completed
- Slide maintenance and wax completed
- Completed all staff orientation
- Lifeguard, swim lesson & concession training conducted
- Addressed electrical issue supporting concession operations
- Accepted session 1 swim lesson registrations
- Coordinated Aqua Aerobics operations with contracted instructors and staff

### **ATHLETICS:**

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

- Completed field allocations for field use from June 1 to December 31, 2020
- Prepared to post catalog listing for Fall Softball registration and officials
- Created marketing materials to promote fall softball season
- Interviewed potential candidates for the athletics position
- Preparing on boarding and training materials for new athletics coordinator

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

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

- The newest lifeguard recruits were certified this month for lifeguarding at Mountain Valley Splash.
- Met with contracted instructors to prep for the reinstatement of their classes for June.
- Guidelines were created to help keep students and instructors safe and healthy for when classes resume. These guidelines were sent to all the instructors to review and to use to integrate into their classes.
- Met with a potential instructor who is interested in teaching Pilates for the town.
- Assist with the Drive-In Movie having a full house and the public seemed to really enjoy the event.
- Preparing for classes starting in June
  - Chito Ryu Karate – starting June 1<sup>st</sup>
  - Total Body Tuesday (Low-Impact Aerobics) June 2<sup>nd</sup>



- Guitar, Bass, & Ukulele lessons – June 1<sup>st</sup>
- Shing Yi & Ba Gua – June 3<sup>rd</sup>
- Beginner/Intermediate/Advanced Ballet – June 4<sup>th</sup>
- Intermediate Jazz – June 4<sup>th</sup>
- Basic Dog Obedience – June 17<sup>th</sup>
- Tom's Art Workshops – July
- Both HUSD and Canyon View have said that their facilities are unavailable for the month of June (Canyon View unavailable until the start of the school year).
- Because of social distancing guidelines, the number of students per space has been drastically reduced, but most of the instructors have been very flexible and are moving their classes outside to accommodate for social distancing.
- Starting date of the first group walk for the Walking Club was pushed to Friday, June 5<sup>th</sup> because of the cancellation of all our programming for the month of May. The group has been contacted and are still looking forward to the first walk.

### **PARKS:**

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

- Polished 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
- Paint soccer field at Viewpoint park
- Trim bushes at Viewpoint park
- Drag fields at Pronghorn, Quailwood, Sunflower and George Andersen
- Spray weeds at MVP
- Spray weeds at CASA
- Spray weeds at Bob Edwards
- Spray weeds at Santa Fe
- Spray weeds at George Andersen
- Spray weeds at Boys and Girls Club
- Spray weeds at Lions
- Spray weeds at Antelope
- Spray weeds at Sunflower
- Mow all turf areas
- Weed mow Urban forest
- Weed mow MVP
- Weed mow Sunflower
- Weed mow George Andersen
- Line trim weeds at various parks
- Dig up and repair drip line leak at Bob Edwards
- Locate and repair wiring issue on 2 valves at Quailwood
- Replace 4 sprinkler heads at Civic
- Repair 8 sprinkler heads at Settlers
- Dig up and replace valve on mainline at the pool
- Work on heater at the pool



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- Help with new filters at the pool
- Set up the splash pad
- Replace sprinkler head on the slopes
- Repair drip line at Santa Fe
- Plant 15 trees at Santa Fe
- Run drip irrigation to trees at Santa Fe
- Install picnic tables at ramada at Santa Fe
- Disinfect playground equipment at all parks
- Pick up mower from Repair shop in Phoenix
- Replace photocell at Fence Line
- Add topsoil to edges of sidewalk at Fence Line
- Remove Covid-19 closure signs from park RR/playgrounds
- Dig up and add concrete to light pole footing at Antelope Park
- Vacuum Amp turf
- Vacuum 4-plex
- Vacuum Bob Edwards
- Sharpen mower blades
- Replace mower blades
- Install pool shade
- Replaced pump at the pool
- Replaced heater wires at the pool

**SPECIAL EVENTS:**

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

- Preparing for drive-in movies on May 29<sup>th</sup> and June 5<sup>th</sup>
  - Established with Public Works and PVPD for road closures and safety elements
  - Created plans for staff placement, arrival, etc.
  - All staff worked the event on May 29<sup>th</sup>, including set-up and tear-down
- Preparing for 4<sup>th</sup> of July
  - Talking to sound crew and band about the event
  - Created contingency plans for the potential of COVID related issues
  - Created marketing for the event – will need to edit due to band cancelling

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

| <b>Event</b>                       | <b>Date</b> | <b>Internal/External</b> | <b>Location</b>            | <b>Attendance</b> |
|------------------------------------|-------------|--------------------------|----------------------------|-------------------|
| Elks Lodge 330<br>Flag Day Event   | 6/12/20     | Internal                 | Civic Center<br>Greenspace | 50+               |
| Woofstock                          | 6/13/20     | External                 | CC Grounds                 | 200+              |
| AB Prospectors Ice Cream<br>Social | 6/13/20     | Internal                 | Fain #4                    | 50+               |
| PVPD ToPV National<br>Night Out    | 8/4/20      | Internal                 | CC Grounds                 | 100+              |
| Latino Community Outreach          | 10/3/20     | External                 | CC Campus                  |                   |
| ADOA Benefits Fair                 | 10/28/20    |                          | Crystal Rm.                | 200               |



**Special Events held on Town property in April 2020:**

| Event | Date | Internal/External | Location | Attendance |
|-------|------|-------------------|----------|------------|
| None  |      |                   |          |            |

- Chairperson Quisenberry asked if the huge increase in Arts and Culture participation from May '19 to May '20 was accurate. She sighted an increase from 124 attendees in May of 2019 to 1800 attendees in May of 2020.
  - Hope Hooper noted that Director Witty would review these numbers and follow up with Commission.

b. Chairperson's Report: *Chairperson Quisenberry*

- Chairperson Quisenberry wanted to thank Commissioners for attending this meeting as there is normally not a meeting held in the month of June. She noted that the Drive In Movie was a huge success and she is glad that the Town is responding well to such events where safety and social distancing is being taken into consideration. She encourages patrons to attend our Movies Under the Stars series as well as our classes as they are a great way to reintroduce social interaction while still being safe.

**7. Old Business**

a. Art at the Center Permanent Collection, Galazan Donation – *H. Hooper, Supervisor*

- Town Council has accepted the Arts and Culture Commission's recommendation to receive a donation of a multimedia sculpture by artist Gene Galazan to be placed at Fain Lake. Coordinator Chewing will be in contact with Commissioners regarding establishing a date and time for a studio visit with Gene Galazan. We would like to extend a huge thank you to Gene Galazan to his continued support of the arts in the Town of Prescott Valley.
  - Vice-Chairperson Smith asked if the cement pads have already been poured for those sculptures.
  - Supervisor Hooper responded that the pads will not be poured until the Commissioners are able to attend a studio visit with Gene Galazan and the exact dimensions of the sculpture are established.
  - Chairperson Quisenberry commented that she is excited to move forward with this project and to make another great impact on the Town.
  - Vice-Chairperson Smith wanted to thank Gene Galazan for his donation and to comment on how huge of an effect having art throughout the Town has on the community.

b. Department Operations

• Programs and Classes – *H. Hooper, Supervisor*

- Due to the Covid-19 pandemic and closures, all Parks and Recreation classes ceased operation for some time. During this time, staff and instructors devised a plan to reopen that included extensive cleaning, new class and room capacity restrictions, and new options for facility use including outdoor classes in order to follow CDC guidelines. Several instructors have resumed classes under these new guidelines.
- Vice-Chairperson Smith urged the public to consider joining one of our classes if they are feeling cooped-up and are looking for a safe way to get out of the house.
- Chairperson Quisenberry commented that many of these classes are not a long-term commitment, you can simply sign up for one class and try it out.
- Supervisor Hooper stated that some instructors offer private lessons if you are concerned about being in a group. If you have any questions about our classes, please call Parks and Recreation at 928 759 3090.



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- Special Events - *H. Hooper, Supervisor*
  - Drive In Movie Nights have been a huge success with a great response from our community. We want to thank everyone who came and extend a special thank you to the Mayor and Town Council for supporting and promoting our special events.
- Facility Rentals – *H. Hooper, Supervisor for B. Witty, Director*
  - Facility rentals for the Town include training rooms in the Police Station and the Civic Center, rooms in the Library, ramadas at the parks, and many other rentals. Due to the Covid-19 pandemic and closures, facility rentals ceased in March and April and resumed in June for smaller reservations. Starting July 1<sup>st</sup>, we will be returning to our normal facility rental operations. If you have questions regarding facility rentals or would like to rent one of our facilities, please call us at 928 759 3090.
    - Vice-Chairperson Smith commented that the Parks and Recreation team does a fantastic job at making the rental process easy
    - Supervisor Hooper commented that in addition to the Parks and Recreation staff, the Town Facilities Crew does a fantastic job with limited staff in keeping our facilities clean and maintained.

## 8. New Business

- a. FY 20/21 Budget Capital Projects –*H. Hooper, Supervisor for B. Witty, Director*
  - Parks and Recreation has a few large projects coming up in 2021
    - Concrete repairs at various parks will be happening over the next year. Repairs happening at Mountain Valley Park will be ready for the July 4<sup>th</sup> celebration.
    - We will be purchasing a turf vacuum to replace equipment that has been retired which will be more efficient in both cleaning the turf fields as well as cleaning leaves from the sidewalks and surrounding areas.
    - Santa Fe Station will be having new hardscaping including a variety of rock and DG installed.
      - Chairperson Quisenberry inquired if there was a ribbon cutting ceremony for the new Santa Fe Park.
      - Supervisor Hooper answered that she was unsure if there was a formal ribbon cutting upon the opening of the park.
- b. FY 20/21 Meeting Schedules (**Action Requested**) –*H. Hooper, Supervisor for B. Witty, Director*

**Vice-Chairperson Smith made a motion to approve the FY 20/21 Meeting Schedules as presented.** Commissioner Moss seconded the motion. Motion carried unanimously by those members present.

- c. FY 20/21 Elections of Officers (**Action Requested**) –*H. Hooper, Supervisor for B. Witty, Director*

Chairperson Quisenberry asked the Commission for nominations for Chairperson for fiscal year 20/21.

**Vice-Chairperson Smith nominated Chairperson Quisenberry as Chairperson of the Arts & Culture Commission for fiscal year 20/21.** Commissioner Moss seconded the nomination. Nomination carried unanimously by those members present.





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Chairperson Quisenberry asked the Commission for nominations for Vice-Chairperson for fiscal year 20/21.

**Chairperson Quisenberry nominated Vice-Chairperson Smith as Vice-Chairperson of the Arts & Culture Commission for fiscal year 20/21.** Commissioner Moss seconded the nomination. Nomination carried unanimously by those members present.

Chairperson Quisenberry asked the Commission for nominations for Secretary for fiscal year 20/21.

**Chairperson Quisenberry nominated Commissioner Sinclair as Secretary of the Arts & Culture Commission for fiscal year 20-21.** Commissioner Smith seconded the nomination. Nomination carried unanimously by those members present.

**9. Unscheduled Public Appearance**  
None

- 10. Next Meeting**  
a. Work Study Meeting: Wednesday, August 12, 2020, 5:30pm, Conf. Rm. 428  
b. Regular Meeting: Wednesday, August 19, 2020, 5:30pm, Auditorium

**11. Adjournment**  
With no further discussion or comments, Chairperson Quisenberry asked for a motion to adjourn the meeting.

**Chairperson Quisenberry made a motion to adjourn the June 17, 2020 meeting.** Motion carried unanimously by those members present. Meeting was adjourned at 6:08 p.m.

*Lindsay Quisenberry*  
Chairperson Lindsay Quisenberry  
VICE CHAIRPERSON

Respectfully submitted by: Isabella Chewing, Arts and Culture Coordinator  
June 24, 2020