



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, October 8, 2019

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 Elaine Fahlman, Commissioner Ron Brinkman, and Commissioner Kevin Trovini. Members absent: Vice-Chairperson Brett Poliakon. Staff Present: Brian Witty, 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 October 8, 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 minutes for the September 10, 2019 Regular meeting. Hearing none he asked for a motion to approve the minutes as presented.

Commissioner Brinkman made a motion to approve the August 13, 2019 Regular meeting minutes as presented. Commissioner Trovini 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, Classes and Special Events

- Becoming a Backpacker – Learn beginner skills you should know about backpacking, camping and hiking. Next class is Saturday, October 26th.
- Backcountry Chef – Learn the basics to prepping, cooking and dehydrating your own tasty food for outdoor excursions. Next class is Tuesday, October 22nd.
- Basic Dog Obedience – Learn how to teach your dog's basic commands and address common behavioral issues. Next session starts on October 9th.

For more information on these classes please contact the Parks & Recreation office at 928-759-3090 or online at www.pvaz.net.



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6. Department Update – For Review and Possible Action

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

Director's Report to the Parks and Recreation and Arts and Culture Commission – September 2019

ADMINISTRATION:

- 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.
- Met with volunteer scouts and Channel 56 staff in review of dog park footage for commission presentation
- Met with Parks and Recreation Commission applicant Scott Byrum in review of department and commission operations
- Met with Jason Elmer, Parks and Recreation Manager, and Mr. David Allensworth, PV Disk Golf Club, in review of disk golf possibilities
- Met with Hope Hooper, Recreation Supervisor, and Isabella Chewning, Arts and Culture Coordinator, in review of division operations
- Attended computer system training hosted by Diane Russell, Town Clerk
- Presented at the Town Council Work Study meeting seeking direction for the updates to the facility use ordinance and fee policy
- Met with Parks and Recreation Commission applicant Kay Gorman in review of department and commission operations
- Met with eagle scout volunteers in review of project development
- Attended monthly CASA board meeting
- Completed department monthly reports
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Approved department payroll requests
- Attended the Yavapai County Commissioner meeting in announcing the annual Healing Field program
- Met with Mark Cable, Granville Community member, in review of future Agua Fria Park
- Attended Arts and Culture committee meeting
- Met with Bill Osborne, Capital Projects Coordinator, Ryan Judy, Deputy Town Manager, and Nick Groblewski, Parks Supervisor, in review of occupancy permit and warranty walk thru items.
- Attended weekly Department Head meeting with Town Manager
- Met with Arts and Culture Commissioners Nancy Smith and Andy Sinclair in review of the Lakeshore Sculpture project
- Attended town website reveal meeting led by Casey Danner, IT Director.
- Met with Hope Hooper, Recreation Supervisor for concession contract review and subordinate staff reviews
- Completed setup of annual Healing Fields display
- Conducted interview of volunteer eagles scouts dog park project on Channel 56 for commission presentation
- Attended Parks and Recreation Commission meeting
- Met with Heidi Foster, Communications Relations Coordinator, in review of department marketing
- Attended Town Manger smorgasbord meeting
- Attended Arts and Culture Commission work study meeting
- Presented at the Town Council meeting seeking approvals for the renaming of a library room and acceptance of a AZ Forestry TREE grant



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- Presented at the Town Council meeting seeking approvals and first reading the updates to the facility use ordinance and fee policy
- Prepared Commission meeting packets
- Approved numerous department direct pay and accounts payable requests
- Completed numerous public service announcements for department services
- Attended FRIENDS of Prescott Valley Parks and Recreation board meeting
- Met with Karen Smith, Assistant Town Manager, in review of department operations
- Spoke with representatives from the General Acrylics in the review of pickleball courts development at Santa Fe Station Park

ARTS AND CULTURE:

Accomplishments/Highlights for the Month:

- Started my new job!
- Learned procurement card system and filing receipts
- Assessed all sculptures on grounds and proposed a maintenance plan
- Attended HR Training (all day)
- Sat in on a piano class with instructor Miranda Bailey
- Met instructor Pete West and sat in on a ukulele class
- Finished new marketing materials and printed flyers for all classes
- Worked with our volunteer Keith to clean and rinse the "Learning Together" sculpture
- Conducted a tour of the parks with Hope
- Worked with our volunteer Alyssa to polish the "Learning Together" sculpture
- Met with Ms. Sue and observed her ballet class
- Met with Dolly Werner a potential instructor (card making)
- Fixed the Tap requisition to include 3 year olds
- Attended recreation staff meeting to discuss Battle of the Bands, Daddy Daughter, Run for the Hill of it , and sponsorship opportunities
- Requested assistance from our volunteer Keith to help clean the indoor Library sculptures
- Participated in that Mayor's radio program with Hope
- Researched and developed proposal for Battle of the Bands rebranding/marketing for 2020
- Made and sent out a survey for the Card Making class
- Worked with Alyssa to polish "Little Traveler" and "Wind and Spirit"
- Started on Daddy Daughter decorations
- Made 6 new Art at the Center tri fold options for the Commission to choose from
- Set up for and ran the Thunder n Lightnin Concert
- Scheduled piano tuner for before the holiday concert
- Met w/Connie Foss about potential ceramic class
- Observed instructor Tom Blank's painting class
- Met w/Tom Blank about new evening drawing class
- Met w/Jeff and Colleen from the library about teen programs, volunteerism, internships, and my involvement in Art Club at the Library
- Met with Dolly to finalize Card making classes
- Added 3 new classes to Rec 1 (Evening Drawing, Card Making, and Youth Card Making)
- Finalized marketing for all new classes

AQUATICS:

Accomplishments/Highlights for the Month:

- Staff continues postseason operations.
- Staff continues the operations of the chemicals and office operations
- Bradshaw High School Swim team season is in full swing



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ATHLETICS:

Accomplishments/Highlights for the Month:

- Prepare field allocation materials and meeting agendas
- Focus on fall sports leagues
- Continuing to learn Rec1
- Prepared for new Arts & Culture Coordinators arrival
- Assisted in preparations for Run for The Hill of It
- Scheduling and rescheduling adult leagues due to rainouts
- Ordered supplies- softballs, new mats & timers
- Uniform order of hats for Umpires
- Completed two mid-season in-service trainings for Umpires
- Creating and approving rosters for upcoming playoffs and end of season
- Letters mailed & emails sent for leagues
- Field Allocation Packets have been distributed- waiting for return

COMMUNITY EDUCATION /OUTDOOR RECREATION:

Accomplishments/Highlights for the Month:

- Tom Blank held his first two classes of "Becoming a Backpacker" and "Backcountry Chef". We're looking forward to his October classes.
- There were almost 60 pre-registrants for the 2019 Run for the Hill of It. Pre-registration closed on September 20th. The incentive to pre-register was \$10 off registration and a guaranteed t-shirt and medal for the event.
- Plans for the 2020 Daddy Daughter Date Night are underway. The theme for next year's event will be a "Winter Wonderland".
- Bradshaw Mountain High School held their first two swim meets at Mountain Valley Splash this month, our team and pool staff wish them good luck at their future meets.
- The new storage closet in the 3rd floor hallway has been completely organized.
- The September Day Trip was a success. While the trip had to be delayed a few hours due to the weather the group headed up north the visit the South Rim of the Grand Canyon and take part in celebrating the centennial anniversary of the Grand Canyon becoming a national park.

PARKS:

Accomplishments/Highlights for the Month:

- Polish all stainless steel in at various parks restrooms
- 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
- Prep Amp for Yavapai College soccer games
- Blow off sidewalks/parking lots at Mtn. Valley
- Plot Healing Fields
- Mark corners on soccer fields at Bob Edwards, Viewpoint, Pronghorn, Amp, Antelope
- Repair broken toilet at Fain
- Repair broken sprinkler heads at Civic, Village Square, Viewpoint,
- Spray weeds at MVP, Granville, Viewpoint, Antelope, Boys and Girls Club



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- Finish culvert install at Santa Fe
- Install aerator in upper Urban Lake
- Repair main line leak at American Legion
- Help with set up and take down of Healing Fields
- Weed abatement at Mtn. Valley
- Pour concrete at Santa Fe playground
- Mow all turf areas
- Prep fields at 4-Plex for softball
- Line trim weeds at Legion, South, North, Sunflower, CASA, Andersen, Fain, MVP, Antelope, Viewpoint, Urban Forest
- Mow weeds at Urban Forest, MVP, Sunflower, Antelope, Andersen,
- Line trim grass around trees and ditches at Civic Center, Antelope, Bob Edwards
- Replace drip emitters at various trees- MVP MUP
- Trim trees throughout MVP and Urban Forest
- Mark heads at all parks for aeration
- Paint tables at Mtn. Valley
- Aerate Bob Edwards soccer field
- Paint YSL fields at 4-Plex
- Cut and level 4-plex infields
- Remove weeds from playground areas at Tonto South, and Tonto North
- Top soil gopher holes at Antelope soccer field
- Install fibar for new playground at Santa Fe
- Paint foul lines at 4-plex
- Install and wire solar irrigation clock at Santa Fe
- Repair stall door in woman's restroom at Quailwood
- Set up and take down for Yavapai College soccer games
- Regrade and remove weeds in turn pockets on Summit Trail
- Mark water lines at Civic for various events
- Inspect irrigation lines at Santa Fe
- Check fences on Iron King Trail
- Broom sidewalks and parking lots at MVP, Bob Edwards, and Urban Forest
- Vacuum Amp soccer field
- Blow clippings off Amp soccer field
- Collect water meter readings for all parks
- Repair broken drip valve at Sunflower
- Top dress low spots at Civic Center
- Rebuild and change solenoid on irrigation valve at Pronghorn
- Troubleshoot AR-3 mower
- Interview for seasonal positions
- Attend weekly construction update meetings for Santa Fe Station irrigation
- Fertilize Bob Edwards
- Install clock enclosure at Santa Fe
- Troubleshoot and fix Antelope soccer field irrigation clock
- Fill in wash out areas on warning track at the Amp

SPECIAL EVENTS:

Accomplishments/Highlights for the Month:

Staff members have been working diligently to organize the Run for the Hill of it fun run on the Summit Trail. Staff continues to plan and organize activities and events for the future. Staff currently has pictures with Santa and Polar Bear Splash in the planning process.



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Special Event Applications in process in September 2019:

Event	Date	Internal/External	Location	Attendance
Take Back the Night	10/2/19	Internal	CC Upper Patio	75+
Moore Wedding Ceremony	10/5/19	Internal	Fain Park	100
Run for the Hill of It	10/5/19	Internal	Summit Trail	75+
PVPD Puente Comunidad	10/20/19	Internal	MVP Pavilion	65-70
Big O Tires	12/1/19	Internal	MVP Pavilion	65-70

Special Events held on Town property in September

Event	Date	Internal/External	Location	Attendance
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+
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	9/19/2019	External	CC Amp & Grounds	200+

Director Witty said we are sad to say goodbye to both Pat Fraher and Lori Hunt but he is happy to report new members are coming on board. Scott Byrum will be appointed on October 10th; Kay Gorman and Bill Pierce will be appointed at the October 24th Council meeting. He encouraged the commissioners that if they could attend those meetings if possible. With those 3 appointments the commission will be full again. As you know at the last meeting we introduced you to two young men working on their Eagle Scout project at Mountain Valley Park. We're continuing those efforts and fund raising. He is very happy to report that we received notification that we will be receiving a grant for this project which will also be presented to council at the October 24th meeting.

He also traveled to the Yavapai County Commissioners office where we were recognized for our annual Healing Field program and received a proclamation from the County Commissioners.

Our town website is getting ready to be revealed and is scheduled to go live at the end of this week. So look forward to those updates and changes.

We were awarded an Arizona Forestry grant for our tree program that will be available to us for Arbor Day next year. Council approved its acceptance at a prior meeting.

If you've driven by Santa Fe Station Park you noticed there has been some nice progress. The playground is complete and ready to go. Pickleball is going through its



final stages receiving a bit of color. Our irrigation project finalized and there's seed in the ground and we're working very hard to get that grass taking root so as winter comes it's in a hardy position. In spring we will do an over-seed and hopefully have a full park opening in late spring. Commissioner Trovini asked what type of grass is being planted there. Director Witty said it's called a Prescott Blend, a mixture of rye and bluegrass, and it's a formula we put together several years ago. It will be the same type of turf grass as in our other sports field parks. Commissioner Brinkman asked when the park would be open to public. Director Witty said that it would be a limited soft opening in November and not fully until spring since there is ongoing construction in the park. Right now we have landscaping going on which will include the parking lot lights and running electric lines. The irrigation system is working on solar power right now. The restroom building will be coming on board in December or January. Then a ramada will be coming in January or February. With the turf coming in we've got some utility road access, some mow curb strips, and additional sidewalk work we need to do.

b. Chairperson's Report – B. Gummer

Chairperson Gummer said, you know how much he enjoys surveys and he found another one. Americans support local park improvements projects. 4 in 5 Americans want their local government to fund park and recreation revitalization projects including the restoration of parks, playgrounds, and recreation and community centers. More than half of the Americans strongly support the revitalization of these spaces. Parents came in at the top at 66%, 64% of millennials think that it's important to revitalize parks, and overall, 59% of Americans support revitalization of parks. This shows again that Prescott Valley is on track with our national surveys in our revitalization of parks and playgrounds. And we're right on track with our coming Master Plan.

Director Witty said that what's ironic about that survey is that one of our lingering projects has been the revitalization effort that is taking place at American Legion which complements our partnership with the Friends of Prescott Valley Parks & Recreation. We totaled just over \$50,000 of combined efforts from volunteers, donated monies, and grant applications. The last component is scheduled to be completed by Thanksgiving and that will be the new ramada. It's under construction and we're hoping to make site preparations by the end of this month.

7. Tree Advisory Board Business

a. Chairperson's Report – B. Gummer

Chairperson Gummer said that staff and the commission have been talking about revitalizing the memorial trees. The new name for the program will be The Living Tree Donation program. A new brochure is in development. The majority of the wording is correct and staff wants to do a little tweaking on fonts, photos, pricing. Commissioner Brinkman said that a living tree program really opens it up to everyone and he thinks we'll see a lot more people taking advantage of it with the opportunity to recognize grandchildren, marriages, and inquiries by businesses. The commission felt that having the Friends as a 501(c)3 fostering the program and accepting donations will help growing this program grow and include benches and picnic tables for those that would like to recognize a loved one in this fashion.

8. Old Business

a. Facility Use Policies and Fee Schedule Updates – B. Witty, Director

Director Witty said that with the new park, new meeting room at PD as well as the pickleball courts it was necessary to update the facility use policies and fee schedules. We have gone through the 1st and 2nd readings of the request and it met with council



approval of those updates. We can now move forward putting those items in play and develop signage.

b. Concession Agreement Update – *B. Witty, Director*

Our concessionaire, Penny's Place, is doing a fantastic job at Mountain Valley Park as well as special events. Mr. Pounds does want to pick up 1 of his 3 year options. He hoped to renegotiate percentages based on increments which took him up to 20%. With the loss of Sam's Club this has taken a toll with difficulty finding reasonable prices for supplies and seasonal wage increases. We took into consideration the success with concessionaire and the issues having a complete bidders. We kept the same terms with exception of the escalation in percentage which will now remain the same throughout the contract period. Mr. Pounds is a solid concessionaire and the contract met with council approval. Commissioner Brinkman said that these changes make a lot of sense. It works for the town and a successful concessionaire. It's got to be a mainstay and Mr. Pounds deserves this.

c. Run for the Hill Wrap Up – *B. Witty, Director*

Director Witty said that having such a awesome team, they were able to handle participant parking, day of entries and everything else for the race. Not to mention it was a gorgeous morning. In total we had 69 runners and walkers this year. This included an 82 yr. old woman participating in the walk and there were no reported injuries. All the participants received a medal and T-shirt. Staff received positive responses from the participants. In addition we some awesome folks that noticed the heliograph signage with the wife participating in the race viewing from atop the hill down to her husband at home in Stoneridge with his binoculars. Apparently he gave her the cheap little binoculars because she couldn't see him but he could see her perfectly. Director Witty said he enjoys hearing about the people who are young at heart and this exemplifies that in his mind. Congratulations to our team and thank you to Mr. Tarkowski who got out there and help cleaned up the trail for us. Commissioner Trovini asked if there were any injuries, snakes, spiders, etc. Director Witty replied, none.

9. New Business

a. Annual Report – FY 18/19 – *B. Witty, Director*

Director Witty would like to present the annual report at a work study meeting so we can review it in its totality. He would like the commission to consider scheduling a work study meeting. The consensus of the commission was to meet on Monday, October 14th at 4:00pm at the civic center in conference room 428.

Commissioner Trovini made a motion to schedule a work study meeting for Monday, October 14th at 4:00pm in conference room 428. Commissioner Fahlman seconded the motion. Motion carried unanimously by those members present.

Director Witty asked the commission to consider joining him in the presentation to council at perhaps the October 24th meeting or in November.

10. Other

None

11. Unscheduled Public Appearances

None

12. Next Meeting

a. Work Study Meeting: Monday, October 14, 2019, 4:00 pm, Conf. Rm. 428



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b. Regular Meeting: Tuesday, November 12, 2019, 6:30pm, Auditorium

13. Adjournment

Commissioner Fahlman said she wanted to say something to Commissioner Trovini. She said she appreciates him serving with us on the commission. It's been a pleasure knowing you and she wished him well in whatever that might be. Commissioner Trovini said it has been a pleasure being on the commission. He stated that the reason for moving was that they have two granddaughters in Michigan and they want to see them grow up. We're going to miss the town. What he'll miss the most is the 360 degree views. It's bittersweet but good to be there to see the granddaughters grow. He thanked everyone for everything they have done. Chairperson Gummer said he hopes to see him again in the future. Thank you for your help.

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

Commissioner Brinkman made a motion to adjourn the October 8, 2019 meeting.
Commissioner Fahlman seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 7:03 p.m.

Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Support II
October 22, 2019