



Town of Prescott Valley  
Parks and Recreation Department  
7501 E. Skoog Blvd.  
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**Parks and Recreation Commission  
Work Study Meeting**  
7501 E. Skoog Blvd, Conf. Rm. 428  
4:00 p.m., Tuesday, October 14, 2019

**Minutes**

**1. Call to Order & Welcome –**

Chairperson Gummer called the meeting of the Parks & Recreation Commission to order at 4:00 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 Fahlman made a motion to approve the October 14, 2019 agenda as presented.** Commissioner Brinkman seconded the motion. Motion carried unanimously by those members present.

**4. New Business**

a. Living Tree/Commemorative Bench Program

Director Witty distributed draft copies of the program brochure. He asked if the commissioners had questions or information on the history of the program. Continuing he said that if there is vandalism to the benches and plaques we won't replace it but the donor can. Commissioner Fahlman asked what the benches will look like. Director Witty said they are looking for a company but the benches would be made of a recycled plastic or expanded metal that our current tables. We are also considering having a recessed area on the bench to install the plaque which will be a metal plate. Staff is still working on the prices as we are comparing companies. Director Witty mentioned that staff was considering a company that engraves on the back of the bench but worried about if the company goes out of business. Comments from the commission included: Commission Fahlman said she likes that this brochure is straight forward. Chairperson Gummer said that some of the older plaques vary greatly. We want straight forward, to the point. Director Witty said that donations will go through the FRIENDS. We will collect everything that comes through our office or donations could be sent directly to the FRIENDS at their P.O. Box. We will not be holding ceremonies for the donors when the trees are planted or benches installed. We'll let donors know the timeframe for planting, plaques, etc. in addition we will limit the tree species to match our inventory. Staff will work with donors to schedule spring and fall plantings but not in the summer or winter so as to increase acclimation. Staff desires to work with the nursery who will plant the tree and secure a warranty. Director Witty feels the program it's more flexible than in the past with varying dollar amounts but we will no longer offer the 8x10 size plaque, only the 5x7 size.

b. Annual Report FY 18/19 review



Director Witty informally review the draft annual report and asked each of them review their copies and to please call or email with any questions, concerns, or recommendations additional information.

Director Witty asked Chairperson Gummer if he would like to be part of the presentation to council. It was suggested that he, Commissioner Fahlman and perhaps Commissioner Brinkman if he's in town. Director Witty encourage the presenters to pick their top 5 focal points to highlight and provide a five to ten minute overview. Commissioner Fahlman agreed. Director Witty will delivery fresh copies once updates have all been completed. Continuing, he added that future annual reports will morph as the new Master Plan comes on board.

Director Witty said that as Commissioners review the document to call with any questions or concerns. Chairperson Gummer encouraged discussion points about Arts & Culture. Commissioner Fahlman suggested that she take an item per division and Chairperson Gummer highlight another. They will get together and go over the items to highlight. Director Witty said that after their presentation is determined he would be happy to provide slides in overview to council. The consensus of the commission was that the format is eye catching.

c. Santa Fe Station Park Updates

Commissioner Trovini said he saw that the grass is starting to sprout. Director Witty said that weather permitting we want establish 2<sup>nd</sup> seeding before winter. We were planning a soft opening for the park but the date is unknown at this time. The vendor came out to paint the pickleball court and discovered that the surfacing crew did not provide satisfactory work. The surface wasn't as flat as it needed to be, ripples are in it and water is puddling. Crews are back out there grinding it down.

Commissioner Brinkman asked about the progress on electricity for the park. Director Witty said that we are going through the channels with APS for determination. Currently, we are still running off of solar for the irrigation system. Commissioner Trovini said the turf looks nice and flat. Director Witty said this was a new company that we are utilizing for the turf portion of the project and they are the same company working with Universal Homes for the parking lot landscaping and lighting. Additional tasks include the mow strip more sidewalk to go around the pickleball area and we can't complete that until the restroom is installed. The concrete pad is a portion of the ramada purchase. Commissioner Trovini asked how many parking spaces will there be. Director Witty replied that his memory recalls it could be 27 to 32 since a plan set was not available at the meeting. Commissioner Trovini stated that demand use will impact the need for limited parking. Director Witty asked the commission to recall that a number of stalls were lost when the intersection of Glassford Hill and Spouse was delayed and the entrance was moved to Santa Fe Loop.

d. Commission Orientation

Director Witty said that the commission will have 3 new members coming onto the commission as well as 2 new members for the Arts & Culture Commission. He wants to give them an orientation on email conversations; etc. Do any of the commissioners want to attend a meeting to go over what is expected and the guidelines for commissioner members? Chairperson Gummer said we can always use a review. We can give them points on what we are currently doing. We study what staff gives us and recommend. They shouldn't come in with an agenda.



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the restroom is installed. The whole pad is part of the ramada purchase. Commissioner Trovini asked how many parking spaces will there be. Director Witty replied that it could be 27 to 32. Demand use will impact the need for parking.

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**5. Other**  
None

**6. Unscheduled Public Appearances**  
None

**7. Next Meeting**

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

**8. Adjournment**

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

**Commissioner Fahiman made a motion to adjourn the October 14, 2019 Work Study meeting. Commissioner Trovini seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 5:30 p.m.**

Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Support II  
October 18, 2019