

**Parks and Recreation Board  
Workshop  
October 14, 2009  
PRESCOTT, ARIZONA**

MINUTES OF THE **General Meeting** OF THE **Parks and Recreation Board** held on **October 14, 2009** in the **Grace Sparkes Memorial Activity Center- Flagstone Room** located at **824 E. Gurley St.**, Prescott, Arizona.

**1. Roll Call & Approval of Minutes from 8/31/09**

**Members Present:** Bob Bockrath, Michael King, Ali Schroeder

**Members Absent:** Janelle Riedl, Joe Baynes

**Others Present:** Debbie Horton, Diana Fister, Eric Smith, Don Fishel, Michelle Stacy

Motion was made by Michael King to approve the meeting minutes from August 31, 2009. Motion was seconded by Ali Schroeder. Board voted unanimously to approve.

**2. Field Fees**

Debbie Horton presented the Board with two drafts of the Field Fee schedule. The first one was presented to the Board at the August 31, 2009 meeting. The second draft added two additional columns showing City Sponsored groups and City Sponsored 2<sup>nd</sup> season groups. There were additional changes made to the draft and a copy is attached.

Michael King made a motion to accept the second draft with recommended amendments. Ali Schroeder seconded the motion. The Board voted unanimously in favor.



Fee Schedule

**3. Concessions**

Babe Ruth Concessions has made payments to the City of Prescott, as required by their contract. Concessionaire is still not in compliance with the contract (ex: not being open at Heritage Park during the National Tournament). Debbie is looking into issuing a new Request for Proposals in January.

**4. Tournaments**

**a. Recap of two September National Tourneys**

Don Fishel and staff received two extremely high evaluations for their running of the Men's Class B Fast-Pitch Nationals and the 50 and Over Fast-Pitch Nationals in September. Debbie highlighted how impressed teams were with our ballfields and acknowledged the team work the whole department displayed in ensuring both tournaments were a success.

**b. Labor / RFP**

Debbie stated she is looking into the possibility of contracting out for the purpose of hiring umpires, coordinating housing and transportation and payroll for tournaments. The Request for Proposals would call for those applying to have the experience necessary as well as knowledge of what kind of officials we need. The idea is being discussed with Finance and Human Resources representatives. Debbie will give updates as they become available.

## **5. Securing Fields and Facilities**

To reestablish control of Parks and Recreation facilities and fields, Debbie stated that she and Parks Maintenance staff plan to change all locks, adding fencing as needed and posting "by reservation only" signs at all facilities and fields. This process will allow the Department to better monitor facility rentals and inventory. Debbie hopes to have a policy for controlling the issuing of keys in effect by January.

## **6. Peavine Trail**

There has been lots of talk regarding at-grade crossings along the Peavine Trail which presents a possible hazard for trail users. Currently there are six locations being proposed where new roads will cross the Peavine Trail. All six locations are still in the design and engineering phase. Engineers and developers involved with the project will have an open workshop to discuss possible at-grade crossings, or the alternative, separate grade crossings in November. Debbie will get the meeting information and forward it on.

Eric Smith stated that there is a group of concerned citizens who have created a working group to discuss issues with the Peavine Trail and their concerns with at-grade crossings. That group was scheduled to meet October 14, at 5:30pm.

## **7. Tourism- P & R's role**

Debbie informed the Board that tourism has and will continue to be an integral part of Prescott. She mentioned that people come to Prescott for recreation and the quality of life it offers. Prescott was recently listed as one of Trail Runner Magazine's "7 best trail running towns in the United States" in its October 2009 issue. Prescott was also listed in the National Geographic Adventure Magazine's "Top 100 Adventure Towns", October 2009. Debbie acknowledged the work of Chris Hosking and his volunteers for their work on the Prescott trails.

## **8. Parks Ranger Program**

Currently, Melissa Jackson has trained and recruited 29 Park Ranger volunteers to patrol the parks, lakes and trails. Debbie reported that the Rangers have been instrumental in the removal of several illegal dumping sites and campsites, as well as reporting to Prescott Police any illicit or inappropriate activities happening at the parks. Melissa is scheduled to make a presentation to the City Council on Tuesday, October 27.

## **9. Division Reports**

**Parks, Lakes and Trails-** Eric Smith reported that Parks Maintenance has taken advantage of slowing work pace to take care of some projects. Goldwater Lake is scheduled for a clean-up day, October 24, to help remove debris from the shoreline. Through a partnership with Yavapai College and Prescott Little League, upgrades at Bill Vallely Lower field were completed recently. Upgrades include new turf, fencing, irrigation and infield stabilizer dirt. Sun-Up Rotary completed some renovations at the Willow Creek Park Ramada, as well as made a donation for a new volleyball net and volleyball court boundary system.

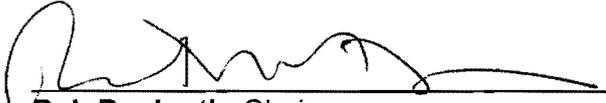
Eric also stated that Arizona Game and Fish completed a fish survey at Watson and Goldwater lakes to determine quantities, species and sizes of fish. They continue to evaluate the possibility of stocking Willow and Watson Lake. Eric will forward the results of the survey when he receives it.

Eric also made mention of the amount of volunteer groups who have donated time to the maintenance and preservation of the parks, lakes and trails.

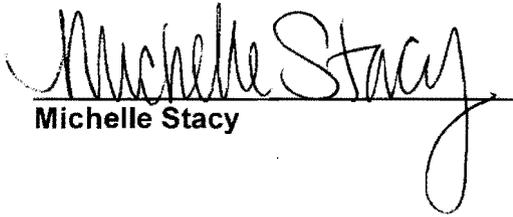
**Recreation Programming-** Diana Fister reported that the Programming office has been busy opening the books for 2010 and organizing several aspects at the Activity Center. Don Fishel reported that the Sports Division is currently underway with fall volleyball and looking forward to good numbers of participants for winter basketball. Don also reported that he will be attending an Amateur Softball Association Conference in November and upon his return will have a more definitive idea of when the 2010 National tournaments will be held in Prescott.

**10. Adjournment- 2:40pm**

**11. Next Meeting- January 13, 2010**



**Bob Bockrath, Chairman**



**Michelle Stacy**

PARKS, RECREATION & LIBRARY DEPARTMENT  
FIELD RENTAL FEES (JANUARY 1, 2010)

	Residents	Non-Residents	City Sponsored	City Sponsored 2nd Season **
Field Rental	\$30/4 hrs.	\$38/4 hrs.	N/A	\$8/4 hrs.
Field Prep	\$35	\$44	N/A	\$9
Field Lights	\$15/hr.	\$19/hr.	N/A	\$4/hr.
Reservation Deposit	\$150	\$150	N/A	N/A
Damage & Security Deposit	\$500	\$500	N/A	N/A
Fence Relocation - Plastic	\$50	\$63	N/A	N/A
Fence Relocation - Chain Link	\$100	\$125	N/A	N/A
Bleacher Transportation	\$200	\$250	N/A	N/A
Rain Delay - per staff member	\$20/hr.	\$25/hr.	N/A	\$5/hr.
Concessions: In-Facility	\$50/day	\$63/day	N/A	\$13/day
Concessions: Free-standing	\$25/day	\$32/day	N/A	\$7/day

- City of Prescott leagues and events will be scheduled before other rentals are accepted and have priority over other reservations.

\*\* Amount reflects 25% of resident cost for the year 2010. The amount will increase to 50% in 2011 with an annual evaluation. For information about City sponsorship (Prescott AYSO, Prescott Little League, Prescott Girls Softball Association and Prescott Youth Football), please contact the Recreation Superintendent at (928) 777-1564.

**Liability Insurance Requirements:** Event Directors must provide a Certificate of Liability Insurance naming the City of Prescott as "CERTIFICATE HOLDER and ADDITIONAL INSURED" 10 days prior to event, in the amount of \$1,000,000 or greater per occurrence. Events are subject to cancellation without insurance.

**Reservation deposit \$150** - Event directors requesting multiple events must submit a deposit at time of application for field reservations. Deposit fee will be returned if event is not confirmed or awarded. Deposit fee will be forfeited if cancellation of event is not received by Parks & Recreation Office one week prior to scheduled event.

**Damage & Security Deposit \$500** - 50% of Damage Deposit fee will be forfeited if cancellation of event is not received by Parks & Recreation Office one week prior to scheduled event.

**Scoreboards & Clocks:** Event Directors may negotiate with City staff the utilization of City equipment such as scoreboards and score clocks. When utilized, City employees trained in the proper operation of the equipment must be paid by the Event Director.

**Rain Delay:** Event organizer will be consulted to authorize additional costs for labor & materials to return the field to playable condition after weather delay. Final determination of field usability will be made by City staff.

**Concession Booth Rentals:** Event directors must contact Yavapai County Health Department at (928)771-3149 or [www.co.yavapai.us](http://www.co.yavapai.us) for food vendor information and licensing requirements.