TOWN OF PRESCOTT VALLEY MEETING NOTICE

PARKS, ARTS AND RECREATION COMMISSION AGENDA
NOVEMBER 10, 2026

Council Chambers/Library Auditorium, 7401 E Skoog Blvd. Prescott Valley, AZ.
Doors open at 4:30pm for the 5pm meeting.

MEETING INFORMATION: Pursuant to A.R.S. §38-431.02; Town Code §2-04-010, notice is hereby given to the general public that the Parks, Arts and Recreation Commission will hold a meeting open to the public on November 10, 2026, at 5pm located in the Council Chambers/Library Building, 7401 E Skoog Blvd. Prescott Valley, Arizona. Action may be taken by the Commission on any item listed on this agenda. Copies of the Agenda and supplementary materials are available on the Town's website at www.prescottvalley-az.gov or the Office of the Town Clerk, 7501 E Skoog Blvd.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION: Pursuant to A.R.S. §§ 38-431.02(I) and 38-431.03(A)(3); Town Code §2-04-030, notice is hereby given to the members of the Parks, Arts and Recreation Commission and the general public that, at this Regular Meeting, the Parks, Arts and Recreation Commission may vote at any time during the meeting to go into Executive Session, which will not be open to the public, for legal advice and discussion with the Town Attorney on any item listed on the attached agenda.

MEETING PROTOCOL: The Chair or other presiding officer at the meeting may change the order of Agenda items and/or take items on the Agenda in an order they determine is appropriate [A.R.S. §38-431.02(H); Town Code §§2-02-040(B) & 2-04-060].

Forms to request accommodations pursuant to Section 504/ADA guidelines are available by contacting the Human Resources Department at (928)759-3009 or email HR@prescottvalley-az.gov. Such requests must be submitted twenty-four (24) hours prior to the meeting.



PARKS, ARTS AND RECREATION COMMISSION AGENDA

1. **CALL TO ORDER & WELCOME**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**

a. Meeting Minutes of October 13, 2026 - Consideration & Possible Action (Approve) [Lindsey Double, Administrative Specialist II]

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.)

Parks and Recreation Update

- Program Numbers Update
- Events Update
- Aquatics Update
- Specialty Program Update
- Creative Arts Update
- Nature & Outdoors Update
- Performing Arts Update
- Sports & Fitness Update
- Marketing Update
- Volunteers Update
- Rentals Update
- Parks Update

6. **DEPARTMENT UPDATE (FOR REVIEW AND POSSIBLE ACTION)**

a. Parks and Recreation Director Update

b. Chairperson's Report

c. Tree Advisory Board

7. **OLD BUSINESS**

8. **NEW BUSINESS**

9. **UNSCHEDULED PUBLIC APPEARANCES**

(Comments from the Public: Those members of the public who wish to address the Parks and Recreation Commission need not request permission in advance. We ask that you please provide your name and address for the record prior to providing any comments. Any remarks provided tonight shall be added to the Commission as a whole and not any member thereof. Such remarks shall be limited to five (5) minutes per person, as indicated by the timer unless additional time is granted by the Chairperson. At the conclusion of the unscheduled comments, individual members of the Commission may respond to the item addressed at the discretion of the chairperson, or may ask the Director to review the matter or ask that the matter be placed upon a future agenda.)

10. **NEXT MEETING**

a. Regular Meeting: January 12, 2027, at 5:00 p.m., Council Chambers/Library Auditorium, 7401 E Skoog Blvd. Prescott Valley, AZ.

11. **ADJOURNMENT**

ITEM NO. 4a

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/10/2026

TO: Parks, Arts and Recreation Commission Regular Meeting

DEPARTMENT: Parks & Recreation

SUBJECT: Meeting Minutes of October 13, 2026 - Consideration & Possible Action (Approve) [Lindsey Double, Administrative Specialist II]

Attachments

Meeting Minutes of October 13, 2026

D R A F T

PARKS, ARTS AND RECREATION COMMISSION
REGULAR MEETING
Council Chambers/Library Auditorium
7401 E. Skoog Blvd., Prescott Valley, Arizona 86314, at 5:00pm

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MEETING MINUTES
October 13, 2026

Present:	Eric Tetreault, Vice Chair
	Wynndi Dahlin, Secretary
	Kay Gorman, Commissioner
	Scott Byrum, Commissioner
	Tim Griffin, Commissioner
	Sharon Tooley, Commissioner
Absent:	Zachary Moss, Chair
	Denis Weber, Commissioner
	Cynthia Strick Auringer, Commissioner

1. CALL TO ORDER & WELCOME

Secretary Wynndi Dahlin called the meeting to order at 5:00pm.

2. ROLL CALL

3. APPROVAL OF AGENDA

Secretary Dahlin asked if there were any changes to the agenda.

Hearing no changes, Commissioner Tim Griffin made a motion to approve the agenda; Commissioner Kay Gorman seconded the motion.

Motion carried unanimously by those members present.

4. APPROVAL OF MINUTES

a. Meeting Minutes of September 8, 2026 - Consideration & Possible Action (Approve) [Lindsey Double, Administrative Specialist II]

Secretary Dahlin asked for a motion to approve the September 8, 2026, regular meeting minutes as written.

Commissioner Scott Byrum made a motion to approve the minutes; Commissioner Sharon Tooley 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.)

Parks and Recreation Update

Parks & Recreation Deputy Director Mitchell Richardson reported the following: (Note: For complete details on the update, a copy of the slide presentation is attached.)

September Numbers Update:
- 30 activities, with 2,141 participants.
- Aquatics: 0
- Specialty Programs: 175
- Creative Arts: 30
- Nature & Outdoors: 78
- Performing Arts: 43
- Sports & Fitness: 1,815

Special Events Update:
- Movies Under the Stars: September 12, *Wonka* at the Pronghorn Athletic Field, approximately 50 attendees. *Hocus Pocus* is coming up on October 17 at the Quailwood Athletic Field and will feature the Sanderson Sisters.
- Music on the Green: The Offbeats of Prescott on October 10 at the Theater on the Green was cancelled due to weather.
- Fall Fest took place on Saturday, October 3, from 11:00am–4:00pm, and saw approximately 3,200 attendees. The event featured fall-themed activities, live performances, market and food vendors, with a positive response from the community. Staff will continue working to improve signature events.

Aquatics Update:
- The pool is now closed to the public but will continue to host the Bradshaw Mountain High School swim team through the first week of November.

▪ Aquatics Facility Update: The Town Council Approved the contract for engineering, design and construction at the October 8 meeting. Staff will begin working with the contractor to kick off this project.
▪ A “Last Splash Farewell” is planned for mid-December.

Specialty Programs Update:
▪ Starry Nights, S’mores, & More at Pronghorn Park had an excellent turnout. The event was held in partnership with the Prescott Astronomy Club. Special acknowledgement goes to staff member Ryanne Crary for coordinating the event. More than 175 attendees participated.
▪ Upcoming programs include the Turkey Trot on November 21.

Creative Arts Update:
▪ Floral Candle Making sessions had participation counts of 0 participants on September 16, 0 and 4 participants on September 26, and 5 participants on July 25. Handmade Hangout sessions included the September 4 Painted Farmer’s Market Tote Bags craft with 6 of 16 participants, and the October 5 decoupaged pumpkins activity with 15 of 16 participants.
▪ The Fine Arts Showcase, held from July 25 through September 6, featured 7 artists and a total of 23 art pieces.
▪ Upcoming Fall Candle Making classes include October 9 with 10 participants (sold out), October 10 with 6 of 10 participants so far, October 21 with 6 of 10 participants so far, November 4 with 3 of 10 participants so far, and November 14 with 10 participants (sold out). Handmade Hangout sessions include the October 24 Beaded Spider Earrings activity with 1 of 16 participants so far, the November 6 Thanksgiving pie felt garlands activity with 12 participants (sold out), and the November 13 Thanksgiving pie felt garlands activity with 5 of 12 participants so far.

Nature & Outdoors Update:
▪ Animal Hour sessions included September 9 with 10 participants and September 22 for National Wildlife Day with 48 participants. Guest speakers included Red Rock State Park with their screech owl, Moonlight, and Arizona Exotics and Aquatics. The September 24 Homeschool Adventures session had 9 participants.
▪ The September 12 PV Trekkers hike at the Constellation Trailhead included 11 hikers.
▪ The “Trout in the Classroom” tank has been delivered, and the program is expecting 100 rainbow trout eggs at the end of October.
▪ Upcoming programs include Night Hikes offered on Tuesdays and Thursdays; Animal Hour on October 7; PV Trekkers hike at the Highlands Center on October 17; Animal Encounters table on October 17 at the Movies Under the Stars; Granville Elementary Fall Fest Animal Hour programs on October 19 and October 26; and Haunted Hikes on October 23.

Performing Arts Update:
• Guitar, Bass, and Ukulele
• Latin Beats & Retro Rhythms
• Piano Lessons for all ages
• Beginners and Advanced Hula
• Brazilian Drumline
• Instructor recruitment is an ongoing process. Interested instructors may contact the Parks and Recreation main line at 928-759-3090 for additional information.

Sports & Fitness Update:
• Fall Adult Volleyball: 22 teams
• Fall Adult Softball: 45 teams
• Open Gym: Wednesday Night Volleyball
• Total 360 Karate: Beginner, Intermediate, and Advanced
• Total 360 Pilates, Yoga, and Balance
• Total Body Conditioning
• BeMoved
• Athletics Programming Participation: 1,815
• Upcoming projects include spring field allocation, scoreboard replacements, gymnasium improvements.

Marketing Update:
• Statistics show 10 new followers on Instagram for September, bringing the number to 3,181; 127 new Facebook followers, bringing the total to 6,928.

Volunteer Hours:
• Boards & Commissions: 6
• Adopt a Park: 34
• Recreation Programs: 23

Facility Rentals Update:
• 131 room rentals, 37 ramada rentals, and 438 field rentals

6. DEPARTMENT UPDATE (FOR REVIEW AND POSSIBLE ACTION)

a. Parks and Recreation Director Update

There was no discussion on this item.

b. Chairperson's Report

There was no discussion on this item.

c. Tree Advisory Board

There was no discussion on this item.

7. OLD BUSINESS

8. NEW BUSINESS

a. Santa Fe Station Master Plan - Discussion Only [Madison Macias, Community Planner, Logan Simpson]

Maddie Macias, representing Logan Simpson, presented an overview of the Santa Fe Station Park Master Plan and the community survey. The draft plan includes a riparian area, natural landscapes, benches, solar bollards, exercise stations, shade trees, and natural play features. A total of 318 usable responses were received, with overall support for the project. Shade emerged as the top community priority. Ninety percent of respondents live in Prescott Valley, 27 percent have lived here more than 20 years, and the most represented age group was 35 to 44. Sixty percent primarily visit the area to use the multi-use path, and the most valued amenities were walking paths, natural areas, and green and open spaces.

Vice Chair Tetreault asked if shade preferences were tied to specific locations. Ms. Macias noted the feedback was open-ended and could include trees, ramadas, or shading along paths. Secretary Dahlin asked about interest in lighted paths despite morning use; Ms. Macias indicated this would be a good follow-up question.

Survey findings showed that only 47 percent of respondents felt the plan included enough shade, while 31 percent disagreed. Trails with some vegetation were popular, while wildflowers were less preferred. Natural-looking tunnels and balance beams were the top nature play concepts. The three most requested improvements were increased shade, better seating, and enhanced disc golf maintenance and signage.

Ms. Macias clarified that the survey is not statistically valid due to its opt-in format, but it effectively reflects community priorities. Very few respondents expressed dissatisfaction; many selected “Neutral” for amenities they do not use. Satisfaction with path shading remained low at 26 percent, reinforcing shade as the top priority.

Commissioner Gorman asked about the purpose of the survey results. Ms. Macias explained that the draft plan incorporates the feedback and informs future layout simulations. Commissioner Tooley asked about cost considerations; Ms. Macias noted that the consultant team has been mindful of durability, maintenance, and cost efficiency. Deputy Director Richardson added that cost is always considered, and the survey helps identify needs to prioritize. He also confirmed that some budget is available this year for improvements at Santa Fe Station Park and updates will be brought to the Commission.

In response to questions about disc golf, Ms. Macias stated that users value the course and that improvements will focus on maintaining and enhancing surrounding amenities, not removing it.

9. UNSCHEDULED PUBLIC APPEARANCES

(Comments from the Public: Those members of the public who wish to address the Parks and Recreation Commission need not request permission in advance. We ask that you please provide your name and address for the record prior to providing any comments. Any remarks provided tonight shall be added to the Commission as a whole and not any member thereof. Such remarks shall be limited to three (3) minutes per person, as indicated by the timer unless additional time is granted by the Chairperson. At the conclusion of the unscheduled comments, individual members of the Commission may respond to the item addressed at the discretion of the chairperson, or may ask the Director to review the matter or ask that the matter be placed upon a future agenda.)

No members of the public addressed the commission.

10. NEXT MEETING

a. Regular Meeting: November 10, 2026, at 5:00 p.m., Council Chambers/Library Auditorium, 7401 E Skoog Blvd. Prescott Valley, AZ.

11. ADJOURNMENT

Vice Chair Tetreault adjourned the meeting at 5:31pm.

APPROVED:

_____
Wynndi Dahlin, Secretary

CERTIFICATION I hereby certify that the foregoing are the true and correct minutes of the Prescott Valley Parks, Arts and Recreation Commission meeting held on _____, 2026. I further certify that a quorum was present.

Dated this _____, 2026.

_____
Lindsey Double, Administrative Specialist II

ITEM NO.

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/10/2026

TO: Parks, Arts and Recreation Commission Regular Meeting

DEPARTMENT: Parks & Recreation

SUBJECT: Parks and Recreation Update

- Program Numbers Update
- Events Update
- Aquatics Update
- Specialty Program Update
- Creative Arts Update
- Nature & Outdoors Update
- Performing Arts Update
- Sports & Fitness Update
- Marketing Update
- Volunteers Update
- Rentals Update
- Parks Update

Attachments

Department Update


PRESCOTT VALLEY
Parks, Arts, and Recreation Commission
November 10, 2026

October by the Numbers

Number of Activities …… 34

Number of Participants …... 1,929

Divisional Breakdown:

Specialty Programs..... 33

Creative Arts..... 31

Nature & Outdoors..... 90

Performing Arts..... 31

Sports & Fitness..... 1,749



Special Events



Movies Under The Stars

Oct 17
Hocus Pocus- about 75 attended
Quailwood Athletic Field
6:00 pm-8:00 pm



Winter Spectacular

December 5, 2026
Pictures with Santa, Pony Rides, Games, Activities

Highlights
Drone Show
Archway at Entrance
Music throughout Campus for the month of December
Skating Rink
Performances
AZ Idol Superstars
Sinatra Under the Palms With Bobby Kerr

Specialty Programs

Upcoming Programs

- 11/21, Turkey Trot
  - 1.6-mile fun run around Santa Fe Station Park
  - Activity stations, giveaways, a raffle, and more!
  - Community Cupboard Food Bank partnership with a food drive at registration
  - Ages 5 & Under: Free
  - Ages 6-16: $5.00
  - Ages 17+: $10.00

PRESCOTT VALLEY TURKEY TROT FUN RUN 2026



Creative Arts

October Programs

- Fall Candle Making
  - 10/09, 10 participants (SOLD OUT)
  - 10/10 10-12 pm, 7 participants 2- 4 pm 0 participants (CANCELED)
  - 10/21, 6 participants
- Handmade Hangout
  - 10/2 Floral Decoupaged Pumpkins- 15 participants
  - 10/24 – Beaded Spider Earrings: 4 participants (minimum not met CANCLED)

Upcoming:

- Fall Candle Making Class
  - 11/04, 5 participants (so far)
  - 11/14, 10/10 participants (SOLD OUT)
- Create-a-Tree
  - Submissions now open
- Handmade Hangout
  - 11/06, Thanksgiving pie felt garlands 12/12 (SOLD OUT)
  - 11/13 Thanksgiving pie felt garlands 10/12 (so far)
  - 11/14 Fall Embroidery 5/16 (so far)









Nature & Outdoors

October Programs

- Animal Hour
  - 10/03, Animal Encounters Show @ Fall Fest and Booth
  - 10/06, Pop-up Animal Hour, 6 participants
  - 10/07, 11 participants
  - 10/17, MUTS Halloween Themed Animal Encounter Booth
  - 10/19, Granville Elementary Fall Fest Animal Encounter,135 participants
- PV Trekkers
  - 10/17, Highlands Center, 11 hikers
- Night Hikes
  - 10/25, Goldwater Lake Loop, 7 hikers
  - 10/20, Watson Woods Riparian Preserve, 10 hikers
  - 10/29, Fain Park, 20 hikers
- Haunted Hikes
  - 10/23, 20 groups of hikers
- Trout in the Classroom
  - 100 Rainbow trout eggs delivered, expected to hatch Nov 6









Upcoming:

- 11/04, Animal Hour
- 11/14, PV Trekkers, Elisabeth's Creek
- 11/18, Trailside Chat, Santa Fe Station Park

Performing Arts





October Programs

- Guitar, Bass, and Ukelele
- Latin Beats & Retro Rhythms
- Piano Lessons for all ages
- Beginners and Advanced Hula
- Brazilian Drumline



Instructor recruitment is an ongoing process

Interested instructors can contact the Parks and Rec Main line 928-759-3090 for additional information

Sports & Fitness

October Programs

- Fall Adult Volleyball, 22 Teams
- Fall Adult Softball, 45 Teams
- Open Gym: Wednesday Night Volleyball
- Total 360 Karate: Beginner, Intermediate, Advanced
- Total 360 Pilates, Yoga, Balance
- Total Body Conditioning
- BeMoved
- Athletics Leagues Participation: 1,749





Projects & Upcoming

- Spring Field Allocation
- Scoreboard Replacements
- Gymnasium Improvements, Winches
- Winter Volleyball: Adult and YOUTH!; Spring Softball

Marketing

Top Post



Statistics for October

- Instagram: 39 New Followers/ 3,220 Total
- Facebook: 97 New Followers/ 7,025 Total

Volunteers

October Hours:

- Boards & Commissions: 2
- Adopt a Park: 44
- Recreation Programs & Events: 280
- Friends of P&R: 3

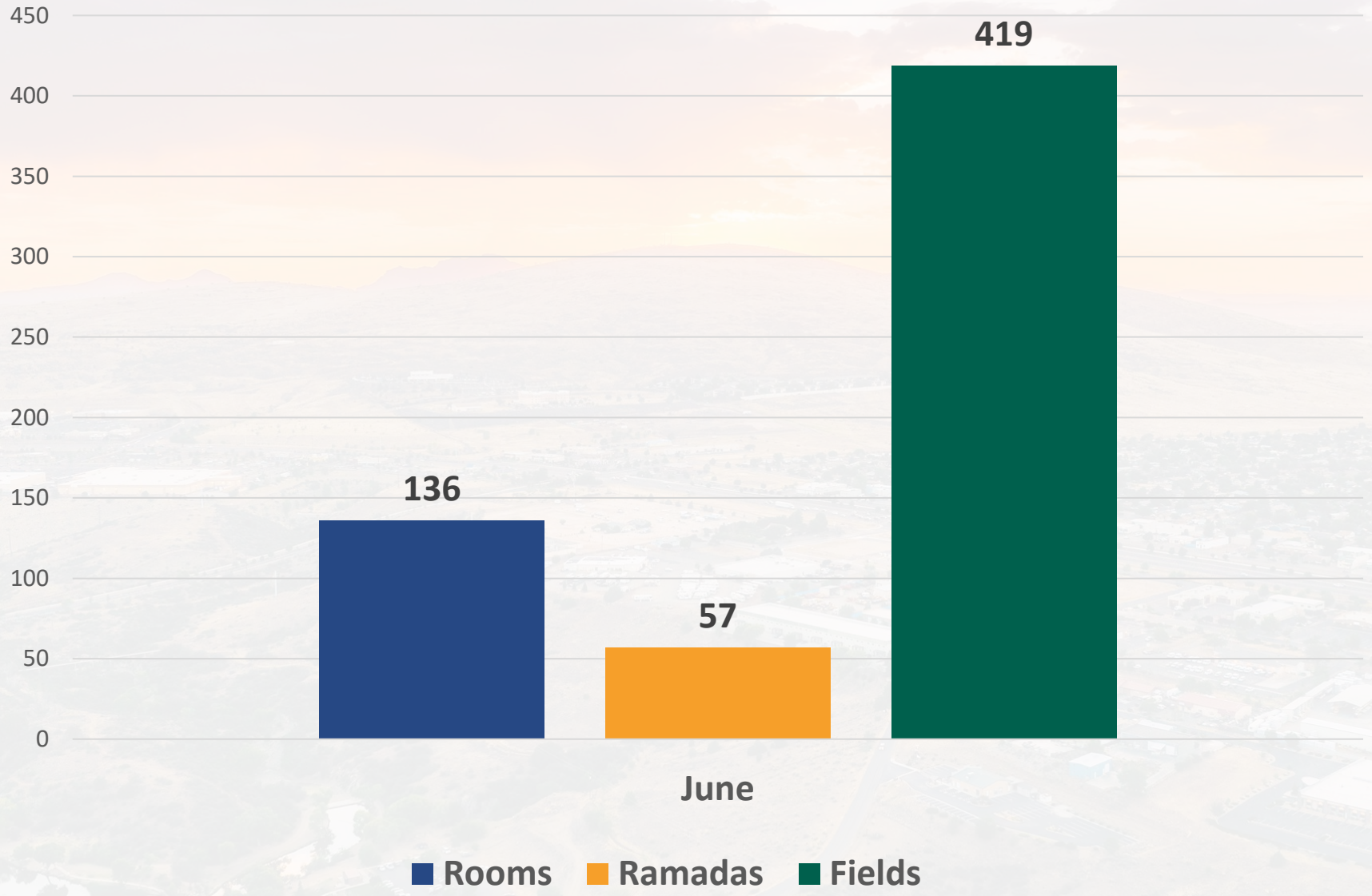






Rentals

October




PRESCOTT VALLEY