



# City of Prescott

## Civic Enhancement Committee

September 26, 2024 | 3:30 PM  
201 N Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

Chair Wiens called the meeting to order at 3:30 p.m.

#### 2. ROLL CALL

Susan Wiens, Chair  
Christopher Briggs, Member  
Timothy Holt, Member (Excused)  
Linda Nichols, Member  
George Snyder, Member

#### 3. DISCUSSION & ACTION ITEMS

##### A. Presentation & Discussion Regarding Training for Board Commission & Committee Members.

Deputy City Attorney, Matt Podracky, provided a Board, Committee, and Commission (BCC) member training presentation to the Committee. Mr. Podracky reviewed Open Meeting Laws, also known as Sunshine Laws, and stated that all agendas must be followed as posted. Items may be taken out of order, if necessary, at the discretion of staff or the Committee Chair. If an item needs to be moved to a future meeting, a motion to postpone or defer must be made. Only one subject may be before the Committee at a time, and discussion on topics not on the posted agenda is prohibited.

Mr. Podracky outlined the meeting procedure, explaining that staff liaisons shall read the item title to introduce each item. The meeting will generally include staff presentation of the item, Committee discussion, public comment (if any) taken, then a motion, second, and vote when applicable. When all items on the agenda have been discussed, the Chair will adjourn the meeting. No motion is necessary for adjournment.

Councilmember Moore requested Mr. Podracky to elaborate on making motions, and discussions following motions.

Mr. Podracky presented the steps for making a motion, and the proper motion format. If a Committee member wishes to speak, they must be recognized by the Chair. A motion can be made by any member of the Committee, including the Chair. Voting commences, and the staff liaison announces the vote. Further discussion may take place after the motion and second, and it would not be considered out of order to have additional debate. Often, a member will ask the motioning member if they are willing to amend their motion, and if so, the member may withdraw or amend their motion. Roberts' Rules of Order and typical proceedings were briefly discussed as well.

Discussion versus action items were reviewed by Mr. Podracky. For discussion-only items, staff will present, the Committee will discuss, and the Chair will take public comment. He referenced the current meeting item as an example. For action items, the same process applies. However, the chair will then call for a motion, second, and vote. The staff liaison will announce pass or fail and vote. While there are exceptions like super-majority and others with Council meetings, those will likely not occur within this Committee setting.

For public comments, Mr. Podracky explained that speakers are limited to three minutes each and may only address the Committee regarding items being discussed. Members of the public shall complete a speaker request form and present it to the staff liaison. When the Chair has opened the floor to public comment, staff liaisons will call each speaker separately. The city has traditionally allowed public comments at meetings, although it is not a requirement.

Councilmember Moore commented that as the Council Liaison for the Committee, it is important to address the confusion with public comments. He reiterated that items are presented by a staff member, not a member of the public. Members of the public may comment on the item; however, they cannot present. It is the same setting as City Council meetings.

Member of the public, Barbara Nelson, commented on the Open Meetings Act, stating that the three-minute time limit is not required. She expressed her frustration with the time limit, commenting that committees should make their own rules. Ms. Nelson noted that at the recent Council meeting, there was a presentation made by an organization instead of staff.

Councilmember Moore responded that when an organization approaches the City Clerk with a request for a presentation, it becomes an agenda item if approved. The presentations are for informational purposes only and do not involve any voting.

***This item was for discussion only. No formal action was taken.***

- B. Approval of the June 27, 2024, Civic Enhancement Committee Meeting Minutes.

**MOTION BY MEMBER BRIGGS TO APPROVE JUNE 27 MEETING MINUTES;  
SECONDED BY MEMBER NICHOLS: PASSED (4-0)**

#### 4. UPDATES

- A. Presentation & Update from Director Joe Baynes Regarding the Recreation Services Department.

Recreation Services Director, Joe Baynes, provided a presentation to the Committee on aligning the goals of the Civic Enhancement Committee with those of the city's Recreation Services Department. Mr. Baynes discussed the elements of the core mission of the Recreation Services Department, in practice every day, and its key goals. Goals include maintaining a leisure services system that adapts to community needs, planning for future growth and expansion of facilities and programs, and constructing and maintaining parks and recreational facilities safely and efficiently.

Mr. Baynes reviewed the purpose and objectives of the Committee, which is dedicated to fostering community well-being through arts, recreation, and public services.

The overall mission is to enhance the quality of life for Prescott citizens by supporting initiatives that enrich the community's cultural and recreational landscape. The Committee consists of community members, meeting quarterly to discuss applications, projects, and community needs through varied perspectives and expertise. He noted that members are an important conduit for staff, explaining that staff are seeking public feedback on what is going well and what may be improved upon.

Using the new pickleball courts as an example of an emerging trend, Mr. Baynes highlighted that eight courts were built thanks to a group of citizens who initiated the process. He noted that staff does not always consider every possibility, therefore, public input is important.

Mr. Baynes emphasized the Committee's role in shaping Prescott's future through informed recommendations that meet community needs and improve public services. By collaborating with Recreation Services, the goal is to create a vibrant, inclusive, and sustainable environment for all residents.

Chair Wiens asked about the process for handling questions and input from the public, when attending an event outside a regularly scheduled Committee meeting.

Mr. Podracky responded and cautioned against inadvertently creating a quorum by discussing details with fellow Committee members. He recommended directing information to the staff liaison who may then disseminate the details to the members.

Member of the public, Brenda Terris, commented that she believes there needs to be a separate art committee. She voiced her concern that the Committee's goals may not be sufficient to draw in visitors, compared with a stand-alone committee.

***This item was for discussion only. No formal action was taken***

**B. Presentation & Update from Director Melissa Orr Regarding the Prescott Library**

Library Director, Melissa Orr, provided a presentation outlining the overall services, initiatives, and future goals of the Prescott Public Library to the Committee. As one of the original Arizona libraries in 1903, the library's mission is to connect community members with innovative, value-added services to increase the quality of life and strengthen the fabric of the community.

Ms. Orr reported that the library had approximately 320,485 visitors during the prior fiscal year. There were over 700,000 items checked out, comprising print, media, and audio. Staff assisted with over 36,000 reference questions, reinforcing the goal of becoming an information resource. Programs and events received 17,442 members of the community in attendance. The library is part of 59 libraries that collaboratively work together to share resources, as part of the Yavapai County Free Library District (YCFLD). Supplemental funding for library operations and materials is provided, with a portion of the county library tax redistributed to the nine municipal libraries.

Ms. Orr shared that funding sources for the library budget include the General Fund, YCFLD contributions, grants and gifts, and fees and miscellaneous revenue. With staffing contributing to the largest part of expenditure, the library is grateful to the many volunteers who generously donate their time. Volunteers work with staff on the Friends of the Library program, youth programs, fundraisers, outreach, and much more.

Ms. Orr addressed the topic of art at the library, noting that while it enhances the space, some pieces have fallen into disrepair. Research indicated that repairs would cost around \$37,000. The bronze items require regular cleaning, and the Beyond Words mural also needs some attention. Although there was a recent donation request for repairs, Ms. Orr explained that ongoing maintenance remains a challenge.

Member Briggs asked about facilities available for rent for events, as an avenue for revenue.

Ms. Orr confirmed there is a schedule in place pertaining to for-profit businesses.

To conclude, Ms. Orr discussed the multiple outreach programs, community partners, and services for schools and students, highlighting the library's commitment to supporting educational initiatives in the community.

***This item was for discussion only. No formal action was taken.***

C. Staff Announcements & Upcoming Meeting Schedule.

Mr. Baynes provided additional details about the September 10, 2024 Council meeting and the rescinded art donation. The Art Donation Policy will be reviewed by Legal and Clerk staff, with plans to present it to Council in November. Once approved, staff will contact potential donors. While this is a small setback, it's important to ensure all the necessary tools are in place.

The next meeting of the Civic Enhancement Committee is scheduled for December 19, 2024, at 3:30 p.m.

***This item was for discussion only. No formal action was taken.***

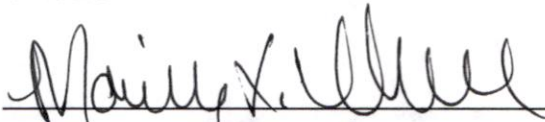
5. **ADJOURNMENT**

There being no further business to discuss, Chair Wiens adjourned the meeting at 4:22 p.m.



SUSAN WIENS, Chair

ATTEST:



MARIKAY WHISENAND, Senior City Clerk Specialist

12/19/24

Date