

**REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
February 4, 2020
4:00pm
Internet/Web Based Video Conference Call
Microsoft Teams**

Minutes

1. Call to Order

The meeting was called to order at 4:01pm by Chair Steve Mongrain. Commissioners Brian Blue, Pam Foti, and Mary Hendricks were present. Commissioner Ellen Parish was excused. Soon to be appointed commissioners Daniel Hiel and Jean Marie Rieck were present. Soon to be appointed commissioner Howard Brown was excused. Staff in attendance was Cynthia Nemeth (Parks and Recreation Director), Liz Krug (Community Relations Coordinator), and taking minutes Mark Yarnall (Administrative Specialist III).

2. Parks and Recreation Commission Purpose

The purpose in establishing the Coconino County Parks & Recreation Commission (PRC) is to provide a citizen body responsive to the communities and people of Coconino County and to recommend a policy regarding the development and operations of a well-balanced system of parks, programs, trails, and events.

3. Approval of the Minutes from January 7, 2021

Commissioner Brian Blue added comments and amendments to the minutes. The recommendations from the PRC under agenda item #4, Parks and Recreation Fess Cost Recovery Policy/Philosophy were not on the minutes. Mark Yarnall noted those amendments will be made to the minutes which will include the recommendations from the PRC.

Commissioner Brian Blue made a motion to approve the minutes under the condition the PRC recommendations are added to the minutes. Commissioner Mary Hendricks seconds the motion. No commissioners opposed the minutes being approved subject to the appropriate amendments being made.

4. Public Appearances/Introductions/Call to the Public

There were no members of the public present.

Director Nemeth introduced soon to be commissioner Daniel Hiel who will be representing District 1 under Supervisor Patrice Horstman, and soon to be commissioner Jean Marie Rieck representing District 3 under Chair Matt Ryan.

Daniel Hiel gave a brief introduction that included he has been doing quite a bit of volunteer work in the county, the Coconino Forest, Kaibab, and the Grand Canyon. He also mentioned he may be able to act as a go between for all the different agencies that overlap to help communicate and work together to tackle different problems that may impact multiple agencies. Daniel included he has worked with the Friends of Northern Arizona Forest (FONAF), US Forest Service out of the Peaks District, AZ Game and Fish in the Raymond Wildlife Area, and worked with the preventative search and rescue out of the Grand Canyon.

Jean Marie Rieck gave a brief introduction that included she grew up in Flagstaff, AZ and wants to give back to the community where is grew up and being a part of the PRC is a great opportunity. She is a biologist by training receiving her master's degree at NAU and has been working as a consultant for various firms over the last 12 years staying in Flagstaff, but has worked in area all over the USA. She became a NIPA specialist overtime working with federal agencies on various ongoing projects. Jean Marie is currently working for JE Fuller in the environmental division a hydrological and geomorphologic morphological engineering firm.

Chair Mongrain noted with the PRC having three new commissioners would like to have an orientation session at a PRC meeting for familiarize the new members with an overview of the PRC. Commissioner Blue recommended assigning a mentor to the new commissioners to help them get acclimated to the group and the county and volunteered to mentor Jean Marie as she represents District 3 along with Commissioner Blue.

New Business

1. PRC Vice Chair Elections

Chair Mongrain brought to the attention that former Vice Chair Wesson chose not to reply to her new district therefore, the PRC needs a new Vice Chair. Director Nemeth noted Commissioner Blue and former Commissioner Stackhouse was nominated to take the Vice Chair seat however, Commissioner Stackhouse was not selected to represent District 1 as he moved districts and was required to reapply to his new residential district.

Commissioner Blue is happy to fill the Vice Chair seat, but historically Vice Chair fills the Chair seat and would fill the Vice Chair seat although, would not be interested in filling the Chair seat. Commission Hendricks agrees that is a fair.

Chair Mongrain motions to have Commissioner Blue take the role of Vice Chair with the stipulation to not fill the Chair after serving as Vice Chair. Commissioner Hendricks seconds the motion. There was no further discussion and no Commissioners opposed. The motion was approved unanimously.

Chair Mongrain added with former Commissioner Stackhouse representing the PRC at FCCP meetings he suggests a current PRC member to sit in on FCCP meeting to represent both groups. Commissioner Blue gave a background of the FCCP for Commissioner Hiel and Rieck what this role's responsibilities would entail. Commissioner Hiel intends to learn

more about the FCCP and sit in on a meeting or two. He added as he learns more about the FCCP he would entertain the idea of sitting on both groups, but is not formally volunteering at this time and will discuss further about representing both groups.

2. Navajo Nation Outdoor Rec & Trails Conference

Chair Mongrain introduced the upcoming Navajo Trails Conference to the PRC with Tom Riggerbach hosting the conference and invited the PRC to make a presentation. The meeting will be virtual on February 16th and 17th staged out of Window Rock. Originally Commissioner Parish was going to be giving a presentation on recreational ethics underlining appropriate signage and verbiage out in open spaces. Commissioner Parish had an unexpected matter she must attend to and will no longer be able to present at the conference. Chair Mongrain noted that he will be presenting (virtually) at the conference and will provide more information to the PRC wishing to attend.

3. Parks & Recreation Capital Funding, Priority Projects, and Future Funds

Director Nemeth shared a presentation to the PRC that will be going before the County Board of Supervisors. The purpose of presentation is to discuss capital projects and the funding the department has currently. There is an opportunity to combine funds that were left over from the 2012 County Parks & Open Space (CPOS) and voter approved projects completed such as, Amphitheater, Rogers Lake, Raymond County Park, Louise Yellowman County Park, and Pumphouse Wash. Funds from the Certificates of Participation Funds (COPS) will have potential funds that could be combines as well into a joint fund, Parks Capital Funds.

Two projects that are left to be completed are the and in process are the Wastewater project which would tie FTCP to sewer, and O'Neil Springs and Trailhead project in Kachina Village and formalize trail system.

In 2020 the Public-Private Partner Funds were diverted to help off-set COVID-19 relate county deficits however, the county finance director wants the funds to return to the CCPR for department use on current/future projects, but at this time has not been assigned to the department.

Director Nemeth gave an overview of the of the CCPR funds that included the Parks Capital Funds (CPOS+COPS) of an estimated \$1.6 million, Special Funds & Fund Balances include an estimated PPP/FTCP of \$900 thousand, County Fair \$555 thousand, Snow Play Green Fund \$28 thousand, Campground Repair Fund \$58 thousand, and LWCF Grant \$135 thousand. Priority Projects for FY21 include Wastewater, Restroom near the Bike Park, and Quad Water Leak. For FY22 projects include South Parking Lot improvements and sewer to campground. FY23 projects include O'Neil Springs, connect amphitheater to sewer, Quad restroom upgrades, and sewer/water line along Quad perimeter.

Director Nemeth outlined the estimated future project costs with the current funds within the department. Commissioner Blue recommended editing the presentation before submitting to the Board of Supervisors, so it is not as confusing by keeping track of multiple funds in one slide. Director Nemeth would appreciate all feedback from the PRC on the presentation before submitting to the Board of Supervisors and noted she will email a copy of the presentation to the PRC.

Director Nemeth ended by asking three policy questions and seeking recommendations from the PRC; Conservation Easement, Use remaining conservation easement funds for CCPR

capital projects or reserve to leverage on future land acquisitions or other? Amphitheater Capital Fund; Does the Board support a dedicated fund derived from amphitheater revenue shares for future capital purchases and projects? Future Initiative for County-wide Capital Projects; If and when should the County explore additional CI funds for CCPR and County-wide parks, trails, open space and recreation facility initiatives as noted in the Master Plan and based on 10 yr. projected needs?

Chair Mongrain noted that him and the PRC will want to take time to review the presentation before making recommendations. Director Nemeth added to please review the presentation and contact her with any questions, comments, or concerns.

4. Upcoming Board of Supervisor Agenda Items*

February 16, 2021 at 10:30am – Capital Funding, Priority Projects, and Future Funds

April 6, 2021 at 11:00am – Amphitheater RFP Proposal Recommendations (discussion)

May 11, 2021 at 7:30pm – Amphitheater Contract Review (discussion item)

Pending Date/Time – Fort Tuthill North Entrance Access (work session)

Pending Date/Time – Fort Tuthill Winter Activity & Frontiere RFPs (discussion)

**Confirm agenda item dates and times before attending. Board agenda is subject to last minute changes.*

Reports (10 Minutes)

1. Director's Report

Director Nemeth's report included, the department gave an amphitheater walkthrough to two potential agencies interested in submitting an amphitheater RFP; Orpheum, local in Flagstaff and VenuWorks, based out of Iowa. RFP deadline is February 17th. The pre-application meeting had four agencies represented.

The Parks Community formed their own group and will start conversations on their own with how they see the project moving forward.

Forest Lakes reached out to CCPR and Liz Krug mentioned there are community members having a strong interest expanding their park/recreation activities on a US parcel, and the CCPR would use the Parks Community model by helping the community help themselves. FTCP is continuing to be used as a vaccine site with plans on expanding and occupying a large footprint at the park.

There has been a large impact on the park and parking as park patrons are entering the park for general snow play which is being closely monitored by the county.

2. Commissioner's Report

Chair Mongrain noted there is not much going on in Page, AZ as the area is still somewhat shut down due to the pandemic and the Chamber of Commerce starting to feel the impacts with Antelope Canyon being such down and Navajo Nation. Chair Mongrain added he completed his presentation for the Navajo Nation Conference and will share with the PRC.

Adjourn

The meeting was adjourned at 5:53pm.

Notice:

Next Friends of Coconino County Parks Meeting: February 10, 2021, Microsoft Teams

Next Parks and Recreation Commission Meeting: March 4, 2021, Microsoft Teams

**Coconino County
Parks & Recreation Commission**

**Coconino County
Parks & Recreation Department**

Steve Mongrain

Steve Mongrain, Chair

Mark Yarnall

Mark Yarnall
Secretary to the Commission