REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
April 4, 2019
4:00pm
Mess Hall

Minutes

1. Call to Order
The meeting was called to order at 4:06 p.m. by Chair Ellen Parish. Commissioners Pam Foti, Diane Lenz, Beth Tucker, and Michelle Wesson were present. Commissioner Mary Hendricks attended by phone. Commissioners Blue and Mongrain were absent. Staff in attendance were Cynthia Nemeth, Terri Plassman, and Brian Grube.

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 March 7, 2019
Commissioner Beth Tucker made a motion to approve the March 7, 2019 minutes. Commissioner Pam Foti seconded the motion. The minutes were approved unanimously.

4. Public Appearances/Introductions/Call to the Public
There were no members of the public present at the meeting.

New Business

1. Budget Action Plan (30 minutes)
Cynthia Nemeth, Parks and Recreation Director, will share the Fiscal Year 2020 Budget Action Plan with the Commission

Cynthia Nemeth, Parks and Recreation Director, provided a hand out and reviewed a summary of FY19 accomplishments and the FY20 Annual Work Plan that will be submitted as part of the department’s budget packet.
2. **Frontiere Operations** (15 minutes)  
Cynthia Nemeth, Parks and Recreation Director, will explain the operation and promotion plan that staff is developing for the Frontiere Property.

Special Events staff participated in the Northern Arizona Wedding Expo held at the Double Tree Hotel to promote Frontiere at Rogers Lake as a wedding venue. The event was successful with approximately 60 attendees stopping by the department’s booth. The Coconino County Parks and Recreation Department will manage and operate the property as a rental for special events, weddings, retreats, meetings and other appropriate activities. A website and logo have been developed by staff specifically for Frontiere at Rogers Lake.

3. **Commissioner Goals** (15 minutes)  
Ellen Parish, Parks and Recreation Commission Chair, will discuss the Commission’s goals and recommend they be reviewed and updated once the Master Plan has been finalized and approved by the County Board of Supervisors.

Ellen Parish, Chair, recommended that the Commission wait until the Master Plan has been finalized to set goals that are inline with the Master Plan. The Commission would like to connect with the communities they serve.

4. **Water Harvesting and Artificial Turf** (30 minutes)  
Cynthia Nemeth, Parks and Recreation Director, will provide an update on a rainwater harvesting tank at Fort Tuthill County Park and installation of new artificial turf at Peak View County Park. This presentation will go before the Board of Supervisors on March 12, 2019.

On March 12, 2019 the topic of installing a rainwater harvesting tank at Fort Tuthill County Park and replacing aged artificial turf at Peaks View County Park will go before the Board of Supervisors. These two projects are connected in that a single source of funds have been identified to support both projects. The artificial turf will be installed between late April and early May. The tank was donated to the Parks and Recreation Department by Lowell Observatory with the assistance of Supervisor Babbott. While the water tank was donated, there will be costs for installation of the tank and for gutters on the Grandstands that will feed rainwater runoff into the storage unit. The water collected in the tank will be used to water equestrian arenas, for example, thereby offsetting the use of potable water used by Flagstaff Snow Park for snow making.
4. Upcoming Board of Supervisor Agenda Items
   March 12, 2019 – Rainwater Harvesting Tank and Artificial Tank
   April 9, 2019 – Winter Snow Activity Impacts at Fort Tuthill
   April 16, 2019 – Frontiere Rental Operations
   Confirm agenda items, dates and times before attending. Board agenda is subject to
   last minute changes.

Reports (15 Minutes)

1. Director’s Report
   Cynthia Nemeth, Parks and Recreation Director, will update the Commission on
   the status of events and activities for the Parks and Recreation Department.

   • Brian Grube, Parks and Recreation Assistant Director, will convene a meeting with
     the department’s partners providing an opportunity for information sharing,
     collaboration and cross-promotions. Both private and non-profit partners have been
     invited.
   • The Department has a Trade Worker vacancy.
   • The Willow Bend Environmental Education Center and the Parks and Recreation
     Department collaborated on a grant that will provide an ADA accessible platform for
     wildlife viewing at Sawmill County Park.
   • The open, online Master Plan survey is available for anyone to complete. Cynthia will
     have a conference call with Green Play next week to discuss next steps.

Commissioners’ Reports
The Commissioners will give input on future agenda items and/or give updates on
issues or activities that have occurred since the last commission meeting.

   • Chair Parish visited Blue Ridge, which is her district. Commissioner Parish will not
     be able to attend the May meeting.

   • Commissioner Lenz reported that her employment in Supai Village may end in
     having a library there. She would also like to see recreation programs held in the
     village. Commissioner Lenz will not be able to attend the April Meeting.
Adjourn

The meeting was adjourned at 5:32pm.

Coconino County
Parks & Recreation Commission

Ellen Parish, Chair

Coconino County
Parks & Recreation Department

Terri Plassman
Secretary to the Commission