



**REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
April 2, 2020
4:00pm
Internet/Web Based Video Conference Call
Microsoft Teams**

Minutes

1. Call to Order

The meeting was called to order at 4:07pm by Chair Steve Mongrain. Vice Chair Michelle Wesson and Commissioners Brian Blue, Ellen Parish, Pam Foti, Mary Hendricks, and Diane Lenz were present. Commissioner Joshua Stackhouse was excused. Staff in attendance was Cynthia Nemeth (Parks and Recreation Director), Brian Grube (Parks and Recreation Assistant Director) 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 March 5, 2020

No amendments were made to the minutes.

Commissioner Brian Blue made a motion to approve the March 5, 2020 minutes. Vice Chair Michelle Wesson seconds 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. Parks and Recreation Commission Status (15 Minutes)

Staff member Mark Yarnall and secretary to the Commission discussed that the PRC meetings moving forward are going to be based out of Microsoft Teams and he will be sending out meeting invitations with a Microsoft Teams link attached for easy access to join

in the meeting virtually. He also gave a brief tutorial on Microsoft Teams and shared some features that the program has to offer.

From last meeting Mark addressed Commissioner Diane Lenz's talks about stepping down from the Commission in the future, and for now Commissioner Lenz is going to continue to serve on the Commission but will inform the Commission if plans change.

2. Parks and Recreation Budget Report (10 Minutes)

Parks and Recreation Director, Cynthia Nemeth, gave the Commission a budget report update pertaining to the department's Service Improvement Requests (SIRs) such as the bike park restroom construction, fleet services, fairground's parking lot, and operations and maintenance requests.

3. Surrounding Parks Update (15 Minutes)

Cynthia Nemeth, Parks and Recreation Director, informed the Commission of the current status with the county parks in relation to the COVID-19 pandemic. There was discussion about Louise Yellowman. Tuba City, Fort Tuthill, park staffing, amenity usage, closures, and signage. Advertising and encouraging park and trail usage while practicing social distance and in line with state ordinances was a topic of discussion.

4. Pepsi Amphitheater Business Plan (15 Minutes)

Parks and Recreation Assistant Director, Brian Grube, informed the Commission on the latest information regarding the upcoming Amphitheater contract and business model direction(s). R-Entertainment is the current contract holder although, this is their last year on the contract, and a new Request for Proposal (RFP) will be going out this season. Topics of discussion included how R-Entertainment currently operates, requirements of operating the amphitheater, community availability, event/show options, potential entities, private event rentals, and a co-management structure.

5. Parks and Recreation Commission Directive(s) (50 Minutes)

Chair Steve Mongrain facilitated and guided through the Commission's directives, goals, and objectives spreadsheet with updates, changes, strategies, and status of specific items. There was discussion on steps and strategies with bringing the PRC and Friends of Coconino County (FCCP) together and collaborating.

The Commission talked about preparing events and ideas post COVID-19.

6. Upcoming Board of Supervisor Agenda Items*

April 7, 2020 at 10:00am – License Agreement between DW Tower and Coconino County

April 14, 2020 at 7:00pm – Approval of Proposed County Fair Fees

May 26, 2020 at 2:45pm – Parks and Recreation Fees

June 23, 2020 at 11:00am – Fort Tuthill Amphitheater Contract Renewal

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

Reports (15 Minutes)

1. Director's Report

- Readdressed budget forecast, park operations and objectives.
- Parks and Recreation staff assignments with the COVID-19 EOC and department.

2. Commissioner's Report

- Commissioners – working hard, staying busy, being active, and happy with the direction the PRC is going.
- Brian Blue – kudos to Cynthia Nemeth on Master Plan presentation with the Board of Supervisors.
- Steve Mongrain – seeing lots of growth and construction in Page.

Adjourn

The meeting was adjourned at 6:00pm.

Notice:

Next Friends of Coconino County Parks Meeting: April 16, 2020, Microsoft Teams

Next Parks and Recreation Commission Meeting: May 7, 2020, 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