



**REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
May 7, 2020
4:00pm
Internet/Web Based Video Conference Call
Microsoft Teams**

Minutes

1. Call to Order

The meeting was called to order at 4:14pm by Chair Steve Mongrain. Commissioners Brian Blue, Ellen Parish, Pam Foti, Mary Hendricks, and Joshua Stackhouse were present. Vice Chair Michelle Wesson and Commissioner Diane Lenz were excused. Staff in attendance was Cynthia Nemeth (Parks and Recreation 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 April 4, 2020

No amendments were made to the minutes.

Commissioner Brian Blue made a motion to approve the April 4, 2020 minutes.

Commissioner Pam Foti seconds the motion. The minutes were approved unanimously.

Commissioner Brian Blue commented having more details from the meetings provided in the minutes moving forward. Mark Yarnall (Administrative Specialist III) Secretary to the Commission will provide more details in the minutes.

4. Public Appearances/Introductions/Call to the Public

There were two members of the public present. Chair Steve Peru from Friends of Coconino County Parks (FCCP) and FCCP Board Member Jeff Stein were in attendance.

New Business

1. Parks and Recreation Department Budget Update (20 Minutes)

Cynthia Nemeth, Parks and Recreation Director gave the Commission an update on the department's budget and underlining circumstances in preparation for the upcoming fiscal year during the COVID-19 pandemic. Director Nemeth spoke about the county Board of Supervisor budget meeting(s) discussions and how the county is following a long and deep model (conservative approach) which plans for a long recession. A 40% loss of revenue is projected in fiscal year 2021.

Financial saving opportunities that were mentioned are salary savings, operational expenses, and leased space savings. Director Nemeth brought to the attention of the Commission that the county management and budget team are working diligently and meeting monthly to reevaluate financial wellbeing and spending, and a thorough evaluation will take place six months into the 2021 fiscal year.

2. Fort Tuthill Amphitheater Business Model (30 Minutes)

There was discussion lead by Director Nemeth with the Amphitheater's current business model and strategies on how to utilize the Amphitheater more, and possibly restructuring the business model to assist in that direction. There were discussions regarding current strengths and opportunities with the current model.

Director Nemeth mentioned Brian Grube, Parks and Recreation Assistant Director met with local stakeholders within the entertainment industry to identify improvement opportunities. Items that were discussed included the venue being more accessible to the public, fee management practices, increase utilization throughout the year, stricter controls on reporting data (ticketing, ect.), security improvements, greater accountability for the contract holder, outside promoters having access to the venue, sound/light challenges with the venue not having on site equipment, and possible lack of Request for Proposal(s) (FRP) received due to the COVID-19 pandemic.

Commissioner's discussion included renting the venue to the Native population for their events/acts, running the venue like the Fronterie property through the Parks and Recreation Department or a separate manager to oversee operations and book events. Director Nemeth reminded the Commission that R-Entertainment is the current contract holder and is interested in resigning with the county, and Mike O'Donnell, who is with R-Entertainment currently managing the venue/contract has expressed interest in branching off from R-Entertainment and running the venue separately. Another item that was discussed was writing in the contract that the vendor gets X amount of dates to hold events and the remaining dates are open to the public and local acts/rentals.

Goals for the Parks and Recreation Department that were brought to the attention of the Commission are, greater community access, greater utilization of the venue, and the ability to cover the cost of maintenance while building a capital fund for future repairs.

3. Parks and Recreation Commission Directives Update/Review (60 Minutes)

Chair Steve Mongrain guided the Commission and attendees through the updated PRC Directives spreadsheet covering goals, objectives, and progression. Chair Steve Mongrain shared with the Commission he had talked with Steve Peru (FCCP Chair) prior to the meeting and went over the PRC directives while incorporating his comments into the updated directives spreadsheet.

Chair Steve Peru (FCCP) thanked and acknowledged the PRC's hard work with putting together the PRC Directives document with the Commission's vision, ideas, and thoughts. Chair Peru addressed the opportunity for the FCCP and PRC to work together and move from coexistence to deep collaboration. He acknowledged the opportunity for the FCCP to expand the board membership and expresses an open invitation for the PRC to help grow the FCCP board.

Chair Steve Mongrain added to the directives' spreadsheet *PRC and FCCP will meet two or three times per year and a member from the FCCP will attend the monthly PRC meeting*. Other additions added was *Saturday/Sunday Funday at the Fort*, and a *Snow Play themed day* for one of the monthly events.

Chair Steve Peru informed the PRC that the FCCP was awarded the beer garden concession for this year and the following four years.

Chair Steve Mongrain touched upon the varying themed event days and fundraising ideas leading into Commissioner Brian Blue's outline of elements required to facilitate such events. The elements included, continued research/partnerships, Fort Tuthill's amenities are open (possible discounts available) and staffed, food trucks at the event, different themes month to month for variances. Commissioner Blue encourages Commissioners to use the outline and reach out to interests' groups and prepare partnerships for post COVID-19. The Commissioners volunteered to identify different groups to partner with for said event(s); Commissioner Parish, yoga community. Commissioner Blue, train club, bike community, and disc golf. Chair Steve Peru will discuss with the FCCP different organizations to contact. Commissioner Hendricks, pet day. Director Nemeth, Flag X. Commissioner Stackhouse, car show.

The PRC assisting with recruiting new FCCP board members was discussed. Chair Steve Peru and the FCCP with the help of Director Nemeth are using a matrix to guide and target recruitment, an event coordinator, and organization visibility.

Building regional coalitions was discussed centered around the Parks and Recreation Master Plan. Commissioner Blue, Parish, Foti, and Chair Mongrain volunteered to assist Director Nemeth in starting to develop coalitions.

6. Upcoming Board of Supervisor Agenda Items*

May 5, 2020 at 10:00am – Utility Easement for APS at Fort Tuthill (*consent item*)

August 2020 – Fort Tuthill Amphitheater Contract Renewal Discussion

August 2020 – Parks and Recreation Fees

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

Reports (15 Minutes)

1. Director's Report

- Assistant Director Brian Grube has resigned.

2. Commissioner's Report

- Commissioners – no major reports.
- Ellen Parish – emailed a yoga studio regarding monthly event day(s).
- Steve Mongrain – Page, AZ economy starting to open.
- Steve Peru (FCCP) – Thanked the PRC and is looking forward to collaboration.

Adjourn

The meeting was adjourned at 6:01pm.

Notice:

Next Friends of Coconino County Parks Meeting: May 28, 2020, Microsoft Teams

Next Parks and Recreation Commission Meeting: June 4, 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