



**REGULAR MEETING OF  
THE COCONINO COUNTY  
PARKS & RECREATION COMMISSION  
AND  
JOINT MEETING WITH THE FRIENDS OF COCONINO COUNTY PARKS  
PURSUANT TO A.R.S. § 38-431.02  
September 9, 2020  
1:00pm  
Fort Tuthill County Park  
Pepsi Amphitheater  
2446 Fort Tuthill Loop Flagstaff, AZ 86005**

**Minutes**

1. Call to Order

The meeting was called to order at 1:15pm by Chair Steve Mongrain. Commissioners from the Parks and Recreation Commission (PRC) who were in attendance include, Pam Foti, Brian Blue, Mary Hendricks, and Ellen Parish. PRC members excused were Vice Chair Michelle Wesson and Joshua Stackhouse. Board members from the Friends of Coconino County Parks (FCCP) who were in attendance include, Chair Steve Peru, Dave Nash, and Erin Beckett. FCCP members excused were Vice Chair Steve Hoshor, Kayla Hutchison, Joshua Stackhouse, and Jeff Stein. Coconino County Parks and Recreation (CCPR) staff in attendance were Director Cynthia Nemeth and taking minutes Mark Yarnall.

2. Parks and Recreation Commission Mission Statement

- 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.
- Chair Steve Mongrain of the PRC welcomed everyone and thanked all parties for attending the fall 2020 joint PRC/FCCP meeting. Chair Mongrain addressed the PRC mission statement then opened the floor for individuals to reintroduce themselves to everyone.

During Chair Mongrain's introduction he touched the Parks and Recreation Master Plan that was approved by the County Board of Supervisors on March 24<sup>th</sup>, 2020. Chair Mongrain gave brief background of the PRC's Implementation Plan that was developed at the PRC retreat held in early 2020 in order help assist with the implementation of the CCPR Master Plan.

### 3. Friends of Coconino County Parks Mission Statement

- The Friends of Coconino County Parks (FCCP) is a 501(c)3 nonprofit corporation in Arizona with a mission of supporting the Coconino County Parks and Recreation Department's efforts in land conservation, park development, volunteerism and recreational activities. FCCP provides private sector funding to benefit the parks, facilitates volunteerism and partnerships with other organizations for cooperative work efforts, and advocates for parks and open space.
- Chair Steve Peru of the FCCP acknowledged and thanked the PRC and all the members for their support and hard work, and also added that himself and all the FCCP board members are looking forward to collaborating and working together with the PRC.

### 3. Coconino County Parks and Recreation Mission Statement

- Coconino County Parks and Recreation engages the public in delivering quality parks, equitable community partnerships, diverse recreational opportunities, and distinctive natural areas and open spaces.
- Director Cynthia Nemeth thanked and expressed her appreciation to all the Commissioners from the PRC and all the Board Members from the FCCP for their support and engagement. Director Nemeth mentioned she happy and excited to see the PRC and FCCP working together moving forward with current projects and future projects. Director Nemeth also added and reminded the PRC and FCCP that the Parks and Recreation department and staff are here to support both groups involvement individually and as joint organizations.

### 4. Public Appearances/Introductions/Call to the Public

There were no members of the public present.

## **New Business**

### 1. Coconino County Parks and Recreation Master Plan and Commission Implementation

Chair Steve Mongrain dove into the PRC Implementation plan and explained the plan is a road map that the PRC agreed upon which was inspired by the CCPR Master Plan and a way for the PRC to help assist, supplement, and move forward with the Master Plan.

Chair Mongrain specifically address directive number one, "*help develop Friends of Coconino County Parks (FCCP) as a primary funding resource for Coconino County Parks and Recreation (CCPR) and leverage dollars for projects, programs, etc.*" Chair Mongrain discussed putting together the 'Funday at the Fort' subcommittee is an excellent way to start moving forward with directive one. The subcommittee includes, from the FCCP, Steve Hoshor and Dave Nash; from the PRC, Ellen Parish (Subcommittee Chairwoman) and Brian Blue; from CCPR, Cynthia Nemeth and Mark Yarnall.

Chair Mongrain turned the floor over to Commissioner Brian Blue to further discussion and report out the current updates and status of Funday at the Fort subcommittee.

### 2. Funday at the Fort Subcommittee Update

Commissioner Blue started off by thanking Commissioner Parish for stepping up and taking on the role of Subcommittee Chairwoman. Commissioner Blue added that even though the subcommittee consists of the six people there is always an invitation for others to contribute

and the subcommittee may call upon commissioners and members for their help, support, resources, contacts, ect...

Commissioner Blue went through the most updated Funday at the Fort outline which included the committee, vision, naming event, date & time, objective, expected attendance, food trucks, Ft. Tuthill onsite partner participation, commercial booths, local brewery participation, admissions, parking, entertainment, publicity, logistics, and budgeting.

Commissioner Hendricks mentioned the idea is great and good way to be moving forward to first have a starter event then modify, evaluate, and refine as needed for hosting future events and fundraising opportunities.

Dave Nash from the FCCP added that Jonathan from Snow Park is interested in participating to introduce their new summer activity (developmental stages) Zorb Ball. Dave Nash also introduced the food truck vendor process and structure. He mentioned having 4 to 5 food trucks and with a variety of food/beverage options, and the pricing structure will be similar to the county fair and Snow Park where X% of gross sales are donated to the FCCP, and contracts/insurance will be required by the vendors.

The group discussed marketing strategies such as, reaching out to communities outside of the Flagstaff area, and coming up with a fun, catchy name and tagline to put our stamp on the event and bring communities together.

3. Coconino County Parks and Recreation Master Plan and Commission Implementation

Chairman Mongrain address directive number two from the PRC Implementation Plan, “engage the county-wide community in delivery of services.” This directive was developed off the CCPR Master Plan and being able to assist and support communities throughout Coconino County.

Director Nemeth reintroduced the *Community Needs Matrix* explaining the matrix took information from the Master Plan that was expressed by the Coconino County communities with their needs regarding parks and recreation services. The most popular needs expressed were trails & connectivity, programs, events, and courts & fields. Director Nemeth added that moving forward CCPR will do the best they can to help assist communities develop a plan to reach their parks and recreation goals. For example, Director Nemeth mentioned currently staff and joint partners are working with the community of Parks, AZ to reach their goal of developing a new park. With the help from Commissioner Blue, Commissioner Wesson, Supervisors Ryan, CCPR staff, Dr. Hamersley (NAU), and many others a survey is being mailed to Parks community property owners soon to gather information on park amenities desired and what kind of park is envisioned. The information will be gathered to start the next steps with assisting the Parks community in developing a new park in their area.

4. General Discussion

Chairman Peru started the discussion with talks of bringing more visibility to the FCCP, redeveloping the FCCP website, and recruiting more FCCP members with specific skill sets. Chairman Peru thanked Director Nemeth for her hard work in creating the FCCP Board Composition & Recruitment Matrix which will be helpful and used in analyzing the desired skill sets when recruiting for new FCCP members.

FCCP board member Dave Nash introduced everyone in the new vision of developing an open air ice skating rink at Fort Tuthill. Areas that were touch upon include the community

need for more winter activities, a great supplemental winter activity at Fort Tuthill, and he has discussed state organizations expressed interest and may want to get involved with assisting in the development of an open air ice skating rink.

5. Upcoming Board of Supervisor Agenda Items\*

September 8, 2020 at 6:30pm – Water Advisory Committee Draft

September 22, 2020 at 1:15pm – Amphitheater RFP

October 6, 2020 at 10:00am – Heritage Fund Grant Agreement (consent item)

January 2021 – Parks and Rec. Fees Cost Recovery Policy Review

January 2021 – Fort Tuthill North Entrance Access

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

## Reports

1. Director's Report (CCPR)

Director Cynthia Nemeth updated the PRC and FCCP with the current happening and projects with CCPR. Director Nemeth shared that the Pepsi Amphitheater contract is being analyzed and developed in conjunction with the county Board of Supervisors before an official RFP is deployed. Other projects that are currently in process included the 'pine tree' cell phone tower nearing completion at Fort Tuthill, horse stables upgrades at Fort Tuthill, along with upgrades to the Fort Tuthill Trail System.

2. Commissioner's Report (PRC)

Commissioner Mary Hendricks shared with the group the positive feedback she heard regarding the virtual 4-H livestock auction and competition during the 2020 Virtual County Fair.

Commissioner Ellen Parish who is also a member of the Water Advisory Committee mentioned the Water Advisory Committee Draft presented in front of the county Board of Supervisors went well and will continue to move forward with development.

Chairman Mongrain shared with the group he is starting to see tourism in Page, AZ down, but Horseshoe Bend continues to stay busy.

No other significant updates reported from the Parks and Recreation Commission.

3. Board Members' Report (FCCP)

Chairman Peru expressed his gratitude and thanked the PRC and FCCP for their hard work and dedication and is envisioning a great work plan developing moving forward with recruiting new members, planning the Funday at the Fort, and overall future collaborations between the PRC and FCCP.

## Adjourn

The meeting was adjourned at 2:55pm.

### Notice:

*Next Parks and Recreation Commission Meeting: October 1, 2020, Microsoft Teams*

*Next Friends of Coconino County Parks Meeting: October 15, 2020, Microsoft Teams*

*\*\*FCCP date pending\*\**

**Coconino County  
Parks & Recreation Commission**

**Coconino County  
Parks & Recreation Department**

*Steve Mongrain*

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Steve Mongrain, Chair

*Mark Yarnall*

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Mark Yarnall  
Secretary to the Commission