

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

Minutes

1. Call to Order

The meeting was called to order at 4:01pm by Chair Steve Mongrain. Commissioners Pam Foti, Ellen Parish, Brian Blue, Mary Hendricks, and Joshua Stackhouse were present. 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 December 3, 2020

No amendments were made to the minutes.

Commissioner Ellen Parish made a motion to approve the December 3, 2020 minutes.

Commissioner Brian Blue seconds the motion. The minutes were approved unanimously.

4. Public Appearances/Introductions/Call to the Public

There were no members of the public present.

Director Nemeth introduced CCPR staff member, Liz Krug. Director Nemeth included the department began an interim Assistant Director program to staff who was interested. Three staff members submitted letters of interest and interviewed for the interim position and Liz is currently in her interim period with two other staff members filling the role each having a one month timeframe.

Liz expressed her excitement to be a part of the interim program and introduced herself and her background. Liz touched upon her professional and educational experiences.

New Business

1. Funday at Fort Tuthill Update

Subcommittee Chairwoman Parish shared the Rabbit Show will be open to the public and restrooms will be available to Funday participants in the Commercial Building. The subcommittee decided to focus on vendors that pertain to activities and happenings at Fort Tuthill and vendors from the local community who call sell items for participants to take home. Commissioner Blue added the subcommittee will be making a decision in March to move forward with the event or not, keeping in mind the status of the pandemic and how the vaccine site will impact the park and the event.

Commission Parish added the committee delayed meetings over the holiday season but is now continuing their follow up meetings. She closed by letting the Commissioners know to reach out to her for sponsorship ideas and any other ideas they can contribute to the event and subcommittee.

2. Parks and Recreation Commission Members/Roster Update

Chair Steve Mongrain started off by informing the PRC that with Michelle Wesson's move out of District 3 she has chosen not to reapply to the commission based out of District 1 therefore, two seats will be available to applicants for to apply for District 3 and leaving an available seat in District 1. Chair Mogrian added this leaves the PRC Vice Chair position vacant, and informed Commissioners to take the month and send Director Nemeth and Mark their nominations for a new PRC Vice Chair to possibly fill the post at the February meeting.

3. Parks and Recreation Association Memberships for 2021

Secretary to the Commission, Mark Yarnall (CCPR Staff) informed the PRC that the department is currently analyzing the membership rosters for NRPA and APRA to see if the commissioners are utilizing their memberships, or if they would volunteer to have their membership removed to save the department annual membership costs. Mark will also speak with the FCCP and see if any board members are interested in being a part of these organizations. The commissioner who volunteered to remove their names for the memberships include Commission Parish, Blue, Hendricks, and Stackhouse. Commissioner Foti is interested in continuing her membership.

4. Parks and Recreation Fees Cost Recovery Policy/Philosophy

Director Nemeth will be presenting this information to the County Board of Supervisors and wanted to present this information and details to the PRC first. Director Nemeth gave a brief overview of the presentation which included, there is a current cost recovery policy in place, the Pyramid Model which was approved by the Board of Supervisors in 2013, and if this model is still supported or if a new model would be preferred.

Director Nemeth touched upon the services and programs offered by CCPR that are fee based, the current policy, recommended policy updates, and other options.

Fee based programs and services offered by CCPR include, facility rentals, recreation programs, and special events. Programs and services offered at no charge include, natural areas, developed parks and amenities, and trails.

Director Nemeth when through the cost recovery and resource allocation, policy guiding

principles, and what the Pyramid Methodology looks like within the department and the industry and how fees are developed.

Proposed policy updates include recovering utilities, remove reference to the campground because it is now outsourced out to Recreation Resource Management (RRM) under a private/public partnership. Other updates include adding archery permits, Two-Spot and Gold Digger Trails to CCPR core services, and fee schedule updates vetted, and Board approved. Other fee assessment methods Director Nemeth shared were, flat percentage fee increase using factors such as Consumer Price Index, adjustments per the county fee consultant's biennial recommendations, or adjustments based on market studies and comparisons.

The next steps moving forward for the Board of Supervisors to consider include, keep existing policy with updates, select a different methodology and revise fee policy, evaluate fees and determine recommended updates, and vet recommended fees with stakeholders, present public input, and after all is considered final board approval.

PRC Meeting Minutes Amendments.

Parks and Recreation Commission Recommendations:

- *Include a guiding principle to recover impacts on utilities from Highly Individual Benefit services and programs.*
- *Include language that aligns with the County's user fee study such as "fees shall not be above the fully burdened allowance as determined by the most recent County User Fee Study".*
- *Remove reference to campgrounds as a CCPR provided core service given this is provided by a partner.*
- *Added archery permits, Two-spot and Gold Digger Trails to the list of CCPR core services.*
- *Include a method for collecting and reserving funds for future capital needs.*

5. Amphitheater Request for Proposals (RFP) Next Steps

Director Nemeth informed the PRC that the Board of Supervisors has approved the drafted RFP and will be going out to the public next week and will be available until the middle February and prepared to extend if necessary.

6. Upcoming Board of Supervisor Agenda Items*

January 12, 2021 at 6:00pm – The Literacy Center Partnership Agreement (consent item)
January 26, 2021 at 11:00am – CCPR Fees Cost Recovery Policy Review (discussion)
February 2, 2021 at 1:15pm – Capital Funds & Projects Discussion (discussion item)
March 2, 2021 at 3:45pm – Fort Tuthill North Entrance Access (work session)
March 23, 2021 at 3:15pm – Fort Tuthill Winter Activity & Frontiere RFPs (discussion)
April 6, 2021 at 1:15pm – Amphitheater RFP Proposal Recommendations (discussion)
May 4, 2021 at 1:15pm – Amphitheater Contract Review (discussion item)

**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, RRM (campground) contractor of the will be bringing out someone to put together a plan with a concept with idea and improvement for the campground site. There is leftover funding from the wastewater projects and where the funds will go such as, restrooms construction, parking lot improvements, connecting the amphitheater to sewer, campgrounds to sewer, and water leak in the quad.

Currently pending notification from the Parks Community on how the project will move forward. Flagstaff Snow Park is operating at half capacity due to the pandemic, but operations are going well. The cell tower project is complete with Verizon servers installed and AT&T will shortly follow.

Staffing updates within the department that were mentioned include, the Assistant Director interim program with Liz currently in place and two other staff members to follow. Tim has transferred to a different department within the county and Mark is filling the role of Interim Events Coordinator. Two staff members will be out on leave. The Trades Worker II position was extended to a candidate, but not accepted. The Trades Worker I position had begun accepting application for interested candidates.

The Board of Supervisors signed the contract with the AZ Sun Corridor Trail.

2. Commissioner's Report

Noteworthy items commissioners reported included Chair Mongrain shared in the meeting Tom Riggerbach of Navajo Yes in hosting the Navajo Nation Outdoor Rec & Trails Conference in February. Chair Mongrain also shared the Navajo Nation is printing 25,000 copies of the Navajo Trails guide and is entertaining ideas on how to help distribute.

Adjourn

The meeting was adjourned at 5:49pm.

Notice:

Next Friends of Coconino County Parks Meeting: January 13, 2021, Microsoft Teams

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

**Coconino County
Parks & Recreation Commission**

**Coconino County
Parks & Recreation Department**

Steve Mongrain, Chair

Mark Yarnall
Secretary to the Commission