

**REGULAR MEETING OF  
THE COCONINO COUNTY  
PARKS & RECREATION COMMISSION  
PURSUANT TO A.R.S. § 38-431.02  
March 4, 2021  
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. Vice Chair Brian Blue and Commissioner Howard Brown, Daniel Hiel, Pam Foti, Jean Marie Rieck, Ellen Parish, and Mary Hendricks were present. Staff in attendance was Cynthia Nemeth (Parks and Recreation Director), Ricky Conway (Program Coordinator/Fair Manager), and taking minutes Mark Yarnall (Administrative Specialist).

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 February 4, 2021

No amendments were made to the minutes.

Vice Chair Brain Blue made a motion to approve the February 4, 2021 minutes.

Commissioner Ellen Parish seconds the motion. The minutes were approved unanimously.

4. Public Appearances/Introductions/Call to the Public

There were two members of the public present. Jeff Stein and Dave Nash from the Friends of Coconino County Parks (FCCP) attended the meeting and presented their *open air ice skating concept* to the PRC.

**New Business**

1. Ice Rink Concept

Jeff Stein from the FCCP shared their ice skating rink concept to the PRC with seeking direction and thoughts. The presentation included concept development, updates from previously meeting with CCPR staff, site location possibilities at Fort Tuthill, previous

meeting/discussion with City of Flagstaff (city rink at Amtrak Station) and Snow Park operations, and next step moving forward with the process of development. Dave Nash shared the ice rink would be strictly for skating and would not include hockey play, etc. Dave Nash believes an ice skating rink is a community need and would be well received by participants and has the possibility of operating at night and bringing in food truck vendors. Director Nemeth added there could be success with this concept operating and with other groups expressing interest in more winter activities there may be good opportunity to expand with more winter activities at the park to supplement one another.

Vice Chair Blue agrees with Jeff Stein and Dave Nash that real ice would be needed to have a successful operation compared to using artificial ice, and a larger surface would be better than a small operation such as, the Amtrak Station operation.

Vice Chair Blue thanked Jeff Stein, Dave Nash, and the FCCP for all their hard work and is willing to support. He also mentions real ice is the best way to develop the surface, size will be an issue with how much area the site would take up, and what would the base surface look like to where it is an all year structure or if the base structure will be universal and be able to be utilized in multiple capacities.

Chair Mongrain noted that water usage is going to be important in the RFP. Dave Nash added the water usage will not be as high as Flagstaff Snow Park because with the flood and skate model will use about 4 inches of water.

Commissioner Brown asked if there have been formal studies regarding the demand, funding, and competition (meeting with City of Flagstaff) with the Jay Lively/Amtrak Station facilities. Jeff Stein added no formal, detailed study have been completed, and no specific competition was mentioned because this concept is different from the Jay Lively facility. With the current utility options this gives a great opportunity for a vendor to facilitate and keep start up cost lower than expected.

Chair Mongrain noted the reality of a successful operation will be based of the RFPs that are submitted from potential vendors. Chair Mongrain entertained a motion from the PRC.

Vice Chair motions for the PRC to support the FCCP to move forward with establishing an ice skating rink at Fort Tuthill. Commissioner Hendricks seconds the motion.

Commissioner Brown opposed expressing the project is premature in development. 6 Commissioners support, and 1 Commissioner in opposition. Motions carries.

## 2. PRC Orientation Overview

Director Nemeth thanked Vice Chair Blue with taking the lead and helping the new Commissioners get familiar with the PRC and transition into their new roles. Director Nemeth shared the PRC Orientation presentation to highlight the CCPR Department and Commission overview for new Commissioners and refresher for current Commissioners. The presentation included the department's mission/vision, primary program areas, the non-profit partners, public-private partners, a budget overview, organizational chart, the department's behind the scenes forces, 2002-2015 county parks & open space initiative, limitations & opportunities, CCPR informative information, commission purpose, county districts and representatives, commissioner limitations, RPC rules & procedures, open meeting laws, and conflict(s) of interest.

The presentation is available upon request.

3. Navajo Nation Outdoor Rec & Trails Conference

Chair Steve Mongrain updated the PRC with what took place at the Navajo Nation Conference. The conference was led by Tom Rigggenbach who is very active on the nation with creating parks and recreation opportunities for the nation and children, noted Navajo YES has their own Parks and Recreation Department to support the nation.

Presentations topic at the conference included Bike Packing Roots in the western wildland route for bicycles and hiking with 80 miles of trails and seeking presents on the Arizona Trails Map. Other items of discussion were trails in the Grand Canyon Nation with possible expansion to Horseshoe Bend, possible trail opening with the Hopi Salt Trail but runs into sacred land.

4. Parks & Recreation Capital Funding, Priority Projects, and Future Funds

Director Nemeth circled back to the Capital Projects & Funds topic and the 3 outstanding policy questions that will be presented to County Management and the Board of Supervisors as a part the department's budget presentation for this year; How do we use the conservation easement earnings? Should we establish a capital purchasing and project fund for the amphitheater? If and when should the county explore addition capital improvement funds for CCPR and county wide county wide parks, trails, open spaces and recreation facility initiatives as noted in the Master Plan and based on projected needs?

CCPR has a ten year projects plan, but these key questions are focusing on the next 3 years. Projects include for FY21 wastewater, standing restroom and fixing Quad water leak. For FY22 resurfacing south parking lot and installing sewer to campground. For FY23 finish the last CPOS O'Neil Spring project, connect amphitheater to sewer, Quad restroom upgrades, and address the sewer/water line along the Quad perimeter.

Special fund to support these projects include Parks Capital, PPP/FTCP Improvement, County Fair, Snow Park Green Fund, Campground Repair Fund, and Land Water Conservation Fund Grant. Director Nemeth shared a matrix with what funds would support each specific project.

Focusing on the policy question pertaining to conservation easement Director Nemeth added should the remaining funds be used for CCPR capital projects or reserved to leverage on future land acquisitions or other?

Questions brought up by the Commissioners included will the BOS be willing to assist in financial short comings, can funds be put into an endowment, and can CCPR work with other county departments to confer if the use of these funds are permitted and if the structure is in place? Director Nemeth added a recommendation does not need to be made right away and can tabled for further discussion. Chair Mongrain noted being short on the meeting's time that the PRC thinks about the recommendation and weighs out the options before a formal recommendation is made.

5. Upcoming Board of Supervisor Agenda Items\*

April 6, 2021 at 11:00am – Amphitheater RFP Proposal Recommendations (discussion)

May 11, 2021 at 7:30pm – Amphitheater Contract Review (discussion item)

Placeholder Agenda Items\*

Pending Date/Time – Capital Funding, Priority Projects, and Future Funds

Pending Date/Time – Fort Tuthill North Entrance Access (work session)

Pending Date/Time – Fort Tuthill Winter Activity & Frontiere RFPs (discussion)

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

**Reports (10 Minutes)**

1. Director's Report

Director Cynthia Nemeth noted to respect everyone's time she will report out more information and current happenings in the weekly report(s).

2. Commissioner's Report

Commissioner Heil mentioned he spoke with Dave Nash from the FCCP and will follow up and keep an ear out to be a liaison with the PRC/FCCP.

Chair Mongrain added the Parks and Recreation Advisory Board is looking to start back up meetings in April, and the Navajo Nation continues to remain closed.

**Adjourn**

The meeting was adjourned at 6:00pm.

**Notice:**

*Next Friends of Coconino County Parks Meeting: March 10, 2021, Microsoft Teams*

*Next Parks and Recreation Commission Meeting: April 1, 2021, 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