



**REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
June 4, 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 Ellen Parish, Pam Foti, Mary Hendricks, Joshua Stackhouse and Diane Lenz were present. Vice Chair Michelle Wesson and Commissioner Brian Blue 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 May 7, 2020

No Amendments were made to the minutes.

Commissioner Ellen Parish made a motion to approve the May 7, 2020.

Commissioner Diane Lenz seconds the motion. The minutes were approved unanimously.

4. Public Appearances/Introductions/Call to the Public

There were no members of the public present.

New Business

1. Coconino County Fair Update and Status (10 Minutes)

Parks and Recreation Director Cynthia Nemeth gave the Commission an update of the current status of the Coconino County Fair for 2020. This discussion included Director Nemeth breaking down the discussion that took place at the Board of Supervisor's meeting

on Tuesday, June 2nd with re-opening Fort Tuthill County Park, park facilities, events, programs, and the county fair. Topics addressed around the county fair were costs involved, what the fair would look like during the COVID-19 pandemic, anticipation of lower attendance and revenue, and safety/prevention of COVID-19 for the community and staff. The Parks and Recreation proposed to the Board of Supervisors hosting the fair in a nontraditional format that would still engage the community while keeping the community, fair participants, and staff safe. Director Nemeth closed by saying with the direction of the Board of Supervisors Parks and Recreation staff will be moving forward with a nontraditional fair. Possibilities include, a virtual livestock auction, virtual exhibits entries, fair food truck delivery, virtual shows, acts, and concerts.

Commissioner Parish commented she is getting a lot of requests by the community seeking to buy locally grown meat which may provide the opportunity to use the nontraditional fair platform as a way for the 4H and consumers to connect.

2. Fort Tuthill Amphitheater Update (10 Minutes)

Director Nemeth discussed the amended R-entertainment to extend their contract for an additional one year. Director Nemeth asked for some input, questions, and thoughts regarding R-entertainment's proposal. This amended proposal included being able to book acts now for next year due to many current acts cancelling due to COVID-19.

Chair Mongrain mentioned this is a good opportunity with current COVID-19 events taking place. Commissioner Parish echoes Chair Mongrain's comments, highlighting R-Entertainment taking the lead with booking acts therefore, the department start looking towards the next contract and the pandemic unfolds. Commissioner Hendricks agrees and reiterates this is not the best time to put out a new Request for Proposals (RFP). Director Nemeth mentions if an RFP goes out it will need to be submitted a few months before the contract relapses. Commissioner Lenz agrees and states it also gives the opportunity for outside the box thinking with developing a new RFP and proposals from outside agencies.

3. Parks and Recreation Commission Directives Update/Review (90 Minutes)

Chair Steve Mongrain shared the updated Implantation plan. Under directive #1 Chair Mongrain added and laid out the varying themes Commissioners volunteered to seek out in developing a monthly event at Fort Tuthill. Chair Mongrain brought to everyone's attention Steve Peru (FCCP Chairmen) mentioned "Saturday/Sunday Funday at the Fort" name is taken and being used by another organization, and another name should be developed so there are no copyright infringements.

Chair Mongrain shared Commissioner Blue's report which included interviewing potential vendors, and there feed back of participating in a monthly park event. The potential organizations included in the report were Flagstaff Biking Organization, Fort Tuthill Military Museum, Gems and Minerals Society, and Flagstaff Disc Golf. In Commissioner Blue's report the organizations showed interest in participating and excitement with bringing the community out to Fort Tuthill County Park.

Commissioner Mary Hendricks reported her findings and information after she spoke with Michelle Ryan, director of the Coconino Humane Association. In Commissioner Hendricks's report the Coconino Humane Association expressed interest in participating in our monthly themed event. Some thoughts and ideas Director Michelle Ryan shared with Commissioner Hendricks included holding pet adoptions at the event, inviting animal related

vendors, a pet friendly photo booth, raffles/give-a-ways, and animal education sessions/demonstrations.

Commissioner Ellen Parish reported to the Commission her findings and information following her interviews with two yoga studios in the Flagstaff area. She mentioned these yoga studios have participated in yoga festivals in the past and are excited to be involved. Commissioner Josh Stackhouse discussed speaking with Jennifer Grogan from Peak Events in partnering with PRC and helping facilitate an event at Fort Tuthill. Director Nemeth added that there are rules and guidelines (30% of profits go to the county) for a private event producer to abide by when hosting an event at Fort Tuthill. Also, 25% of alcohol sales goes to a non-profit organization regulated and upheld by Arizona liquor control board. Chair Steve Mongrain asked the question to the Commission, do we want an event planner to speak to the PRC and talk about hosting an event at Fort Tuthill and/or 'Sunday Funday'. Director Nemeth mentioned that if the Commission were to bring in an event planner an RFP/RFQ would need to go out to the public. Chair Mongrain discussed roles need to be defined with the between the three entities, P&R staff, PRC, and FCCP with implementing an event at Fort Tuthill while helping generate revenue for the FCCP for future projects.

4. 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 (10 Minutes)

1. Director's Report

Cynthia Nemeth, Parks and Recreation Director thanked and recognized Commissioner Diane Lenz for her service on the Commission and will be missed.

2. Commissioner's Report

The Commissioners echoed Director Nemeth recognizing Commissioner Lenz for serving on the Parks and Recreation Commission.

No new reports from the Commissioners.

Commissioner Hendricks congratulated Director Nemeth on her presentation at the last Board of Supervisors meeting regarding re-opening Fort Tuthill County Park, and other county park facilities.

Commissioner Stackhouse has begun researching local event planners in the area for possible collaborations.

Adjourn

The meeting was adjourned at 6:01pm.

Notice:

Next Friends of Coconino County Parks Meeting: June 18, 2020, Microsoft Teams

Next Parks and Recreation Commission Meeting: July 2, 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