

PARKS AND RECREATION COMMISSION
WEDNESDAY, OCTOBER 16, 2013

SUMMARIZED MINUTES

MEMBERS PRESENT

Denise Burley
Jessica Fitchett
Charles Hammersley
Thomas Ziegler

STAFF PRESENT

Kathy Drummond
Shauna Fisher
Brian Grube
Steve Zimmerman

OTHERS PRESENT

Ervin Baren
Ralph Boyer
Pat Carr
Kelly Cullen
Marilyn Cullen
Brian Harris
Merle Henderson
Edward LeViness
Danny Neal
Ken Stanley
Lupe Velasco, Jr.

MEMBERS ABSENT

John Fall
Christopher Hughes
Gregory Kleiner

1. **CALL TO ORDER**

The meeting was called to order by Commissioner Burley at 4:03 p.m.

2. **ROLL CALL**

Commissioners Burley, Fitchett, Hammersley, and Ziegler were present for roll call. Commissioner Fall, Hughes and Kleiner were absent.

3. **APPROVAL OF SEPTEMBER 18, 2013 MINUTES**

Motion made by Commissioner Ziegler to approve the September 18, 2013 minutes as written. The motion was seconded by Commissioner Hammersley. Motion passed with unanimous approval (4) yea votes.

4. **PUBLIC PARTICIPATION** - None

5. **PRESENTATION ITEMS**

A. **COCONINO COMMUNITY COLLEGE VOTER INFORMATION.** Brian Harris, Public Information Coordinator for Coconino Community College (CCC), made a PowerPoint presentation regarding the history of CCC and their core missions. The CCC special over ride election is scheduled for the November 5 election. The authorization of a secondary property tax levy in addition to the primary property tax level limit will maintain the operations of CCC. They are prepared to levy a secondary property tax in an amount not to exceed \$4,500,000 each year for the next seven years. The incremental funding is to be used to continue its missions to:

- Maintain career and technical education programs that prepare local students for careers as nurses, emergency medical technicians, firefighters, detention officers, computer technicians, network engineers, alternative energy technicians and others.
- Continue to prepare local students for higher education and for transfer to Arizona's public universities.
- Maintain programs to train and re-train local workers, in conjunction with local employers, for new occupations and careers in areas including health care, manufacturing, alternative energy and others.

PRESENTATION ITEMS (Cont'd.)

- B. MARINE LEAGUE CHARITIES. Members from the local Marine League Charities came forward and gave testimony to Mr. Hal Jensen who passed away 12 months ago. Mr. Jensen was a Flagstaff community member who gave many years of long term unconditional volunteer service to the community since 1978.

6. ACTION ITEM

- A. MARINE LEAGUE CHARITIES. Members from the local Marine League Charities (MLC) requested that the Parks and Recreation Commission consider making a recommendation to City Council to change the name of the Flagstaff Recreation Center to the "Hal Jensen Memorial Recreation Center." A motion was made by Commissioner Fitchett to recommend to City Council that the name of the Flagstaff Recreation Center be changed to the Hal Jensen Memorial Recreation Center. The motion was seconded by Commissioner Ziegler. Two (2) yea votes (Commissioners Fitchett and Ziegler) and two (2) nay votes (Commissioners Burley and Hammersley). The motion did not pass as there wasn't unanimous approval. It was recommended to the members of the MLC that they contact Brian Grube, Staff Liaison, to consider other options to honor and memorialize Mr. Jensen for his community service.

7. DISCUSSION/STANDING ITEMS

- A. REVIEW OF CITY OWNED PROPERTIES AND PARCELS. David McIntire, the City's Real Estate Manager gave a PowerPoint presentation. Staff will soon seek guidance regarding the use of specific City of Flagstaff (City) owned parcels of land both to have clarity on Council's intentions and to ensure the Regional Plan, when and if adopted, does not unintentionally preclude a desired City Council use.

The City Council presentation and discussion is scheduled for October 28. Staff is also doing public presentations on the parcels as described below and feels the Parks and Recreation Commission would have interest and potentially valuable feedback on the use of the parcels. Staff has implemented a targeted process in order to receive guidance on intended use and to prevent parcels of land owned by the City from being unintentionally designated in the Regional Plan in a way that inhibits a desired City Council use.

The initial step was to identify parcels that were worthy of Council consideration. This was accomplished through an exclusion based process in which staff used the City's Geographic Information Services (GIS) layer for City owned property and began to exclude parcels based on specific criteria such as, but not limited to:

- legally restricted uses
- encumbrance for floodplain
- size below 1 acre
- existing long term commitment

DISCUSSION/STANDING ITEMS (Cont'd.)

In general, to avoid exclusion based on opinion, staff did not remove parcels from consideration unless there was a legally binding reason to do so. After the initial exclusion process, the remaining parcels were researched either through title reports or direct staff document analysis. The intention of the research was to determine, to the best extent possible, why, when and how the parcel was acquired. This research led to additional exclusions and, after the majority of the research was completed, 17 parcels remained. These parcels were over an acre in size and appeared to have some flexibility in use (although virtually every parcel has some easement or restriction on it that impacts potential use).

City staff from across the organization met to develop recommendations for use of the 17 parcels. One philosophy within that discussion was that parcels should not necessarily be limited to one use or another, but where appropriate a shared use could be a viable option. The list of parcels, the recommendations, and the reasoning behind them are now being provided to various City boards and commissions and ECONA. These groups are being invited to provide their recommendations for specific parcels and these will be provided to City Council for consideration prior to the October meeting. The 17 parcels identified are:

- Cheshire Blue Willow Road, 2314 W. Blue Willow Rd.
- Cheshire Blue Willow Road , 2268 W. Blue Willow Rd.
- Koch Field near Silver Saddle Rd. (2 parcels)
- Venus FUTS and Drainage, 1902 N. Venus Dr.
- Switzer and Ponderosa Parkway, 955 E. Ponderosa Parkway
- Phoenix Building, 216 W. Phoenix Ave.
- Schultz Trailhead, 3620 N. Schultz Pass Rd.
- Near Harold Ranch Rd., 2989 E. Butler Ave.
- McAllister Ranch, 3425 W. Route 66
- O'Leary Lonetree, 901 S. O'Leary St.
- By Foxglenn Park, 500 N. Fourth St.
- Rio behind Sawmill, 1381 E. MacKenzie Dr.
- Thorpe Near Multi-Use Field, 990 N. Thorpe Rd., Apt. 51
- Near the Elks Club, 151 W. Fir Ave.
- McMillan Mesa, 2100 N. Gemini Dr.
- McMillan Mesa, 1900 N. Gemini Dr.

It was the consensus of the Commission that they agree with staff's recommendations as presented and what an excellent job Mr. McIntire did in making this information clear and concise for presentation.

- B. STREET CLOSURE CRITERIA AND HERITAGE SQUARE MANAGEMENT PLAN. Glorice Pavey Recreation Supervisor for Community and Special Events stated that Council has asked staff to develop some street closure criteria for downtown events, which could assist them in making determinations for requests. This information will be presented to Council at the October 29 work session.

DISCUSSION/STANDING ITEMS (Cont'd.)

To date door hangers have been distributed to all of the downtown area businesses, a public meeting was held and a survey was distributed regarding street closure criteria. At the public meeting held in August, the question was asked "Is there a best time for a street closure?" While some said "no," a majority indicated that the winter months were preferred over the summer months and that short street closures in the morning were preferred to longer street closures all day. Staff recommends that each application is approved or denied on a case by case basis, which is what they currently do.

Right now there are 8 street closures in the downtown area; the majority of the events are in the winter months, which is in line with the preference of those surveyed.

1. Dew Downtown
2. Armed Forces Day Parade
3. Fourth of July Parade
4. Route 66 Days
5. NAU Homecoming
6. Northern Lights Parade
7. New Year's Eve
8. Hopi Market

With the street closure criteria, staff wanted to create tangible items that could be easily evaluated. Staff has met a number of times and came up with five items that event producers will need to apply to their events. Once complete, this will be included as an addendum to the staff summary or application.

- Marketing
- Public Outreach
- Parking Plan
- Ambassador Plan
- Trash and Portable Toilets

Other considerations may include:

- Impact to the community and downtown area
- Benefits to the community and downtown area
- Financial impacts
- Adverse affects
- Admissions - should events that close streets be free to the general public?
- Anticipated attendance
- Nonprofits vs. Commercial Use
- Local vs. Out-of-Town Use
- Seasons (should they be considered)
- Downtown representatives at the evaluation table
- Buy-in from affected businesses and/or residents
- Should events be Grandfather in?

DISCUSSION/STANDING ITEMS (Cont'd.)

Other similar or like communities as well as larger communities were compared and their policies were reviewed by staff. A Heritage Square Management Plan will also be considered and staff is hoping to bring some options to Council as well, using some of the criteria in the Special Event Packet.

- C. FUTURE BONDING OPPORTUNITIES. The Commission wanted to make sure that any Parks and Recreation opportunities for preliminary discussions of a 2016 bond program would be presented.
- D. BUSHMASTER PARK UPDATE. City staff recently met with a firm in town to discuss a site and design plan to meet the direction received from the City Manager. It is anticipated that when completed that plan would go to City Council in early December and then further implementation would be part of the budget process. Staff needs City Council's approval to use the bond money before moving forward.
- E. PUBLIC WORKS CORE SERVICES YARD UPDATE. Staff is currently in the process of reviewing the proposals that were submitted in September.

8. REPORTS

- A. OPEN SPACES COMMISSION UPDATE. Nothing new was reported as Commissioner Fall was absent.
- B. MONTHLY HIGHLIGHTS OF PARKS AND RECREATION. The Halloween Harvest flyer was distributed and the event will be held on October 31 in the downtown area. There are currently 41 businesses registered for the trick or treat trail. The solar project at the Aquaplex is not quite finished as the Dark Sky compliant lights were a special order. It is anticipated they will be delivered sometime in late October. Shauna Fisher, Recreation Supervisor at the Aquaplex, reported that she recently attended the NRPA Congress in Houston, Texas. She was impressed with the conference and highlighted the revitalization of Shady Lane Park in Houston, Texas. The park's original features included a small community center, an outdoor basketball court, soccer fields and a modest playground, all of which were heavily used by members of the community, many of whom walk to the park. The local community is thrilled with the new park that features:
 - **A new nature-themed playground** that celebrates the natural environment and bayous in the play area. The playground features a water play area, climbing log, tree house and a mini wetland complete with a replica bayou boat to be used for outdoor education.
 - **Trails** that will eventually link to the regional trail system.
 - **Outdoor fitness equipment** for community members to use to get healthy and fit while enjoying views of nature and open space.
 - **An overlook and access point to the Bretshire Basin**, a major flood-control and bayou restoration project.

9. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF. Commissioner Ziegler asked if the Commission wanted to have a presentation from someone who is interested in composting dog waste. Parks Maintenance Supervisor Steve Zimmerman reported that the City has looked at this process before and asked Commissioner Ziegler to have the interested party contact him directly.

10. AGENDA ITEMS FOR THE OCTOBER 16, 2013 MEETING.

- Bushmaster Park Update
- Public Works Core Update
- Review Unfunded Capital List
- Street Closure Criteria And Heritage Square Management Plan Update

11. ADJOURNMENT

The meeting adjourned at 6:25 p.m.