

PARKS AND RECREATION COMMISSION
WEDNESDAY, DECEMBER 18, 2013

SUMMARIZED MINUTES

MEMBERS PRESENT

Denise Burley
Jessica Fitchett
Charles Hammersley
Gregory Kleiner
Thomas Ziegler

STAFF PRESENT

Kathy Drummond
Shauna Fisher
Brian Grube
Steve Zimmerman

OTHERS PRESENT

Nikkol Anderson
Marty Eckrem
Chris Gunn
Marguerite Hendrie
Angela Horvath
Chelsea Kuiper
Anna LaBenz
Michael LaBenz
Kelly Miller
Chrystal Redding
Elizabeth Taylor
Michelle Thomas

1. **CALL TO ORDER**

The meeting was called to order by Commissioner Burley at 4:00 p.m.

2. **ROLL CALL**

Commissioners Burley, Hammersley, Kleiner and Ziegler were present for roll call. Commissioner Fitchett arrived at 4:03 p.m.

3. **APPROVAL OF NOVEMBER 20, 2013 MINUTES**

Motion made by Commissioner Hammersley to approve the November 20, 2013 minutes as written. The motion was seconded by Commissioner Ziegler. Motion passed with unanimous approval (5) yea votes.

4. **PUBLIC PARTICIPATION** - None

5. **PRESENTATION ITEMS**

A. **JACK'S LITTLE BROTHER (JLB) PROJECT.** Anna and Mike LaBenz want to establish a Children's Garden in Flagstaff to provide a public space to reflect on the lives of babies and young children lost through miscarriages, still births and infant deaths. It is the intention of JLB Project to establish this area for all children lost too soon. Through the non-profit organization founded by them, Jack's Little Brother (JLB) Project, they would assume all administrative and financial responsibility for design, construction, and maintenance of the Children's Garden. The JLB Project is asking for permission to make improvements upon existing City of Flagstaff park space at Foxglenn Park. The park is not intended to promote the JLB Project's mission, but to give the community a place to gather and reflect on the lives' lost.

They are willing to use JLB Project's current nonprofit status, community support, and administration to organize the project for the community. The necessary funds would be raised through community awareness campaigns, private donations, grants, and fundraising. It should be noted that potential funding sources have already been identified. Major philanthropic and corporate foundations have requested that land be secured before donating funds. They estimate the cost to be approximately \$200,000 to develop and construct the park, based on

PRESENTATION ITEMS (Cont'd.)

previous discussions with One Bright Star Foundation. They are not asking for financial assistance from the City of Flagstaff, simply permission to donate the improvements to the City of Flagstaff on city owned property. An escrow fund would be established to fund future maintenance of the park should JLB Project cease to exist. Current renderings include a star theme, reminiscent of Vincent van Gogh's "Starry Night" painting with a wall with engraved stars, benches, and garden area.

City staff has determined that the City's existing Memorial or Renaming Ordinance doesn't apply to donations like this and they need to create a policy to help guide them in accepting gifts and donations. The City's Legal Department is in the process of developing that plan, which would establish criteria for the City to accept donations like this. It is anticipated that the Ordinance would be reviewed by the Parks and Recreation Commission in January and then presented to City Council in February. In the mean time staff will continue to work with the members of the JLB Project.

6. DISCUSSION/STANDING ITEMS

- A. REVIEW OF PARKS AND RECREATION UNFUNDED CAPITAL LIST. The most recent listing of both Parks and Recreation's recommendations from December 2012 was distributed. Commissioners and staff will review the list over the next month and come back to January's meeting prepared to discuss each of the projects as well as identify any new projects. The Master Plan was recently passed without a priority list of capital projects so both Commissioners and staff needs more time to review the current list and make sure all projects identified in the master plan are included.
- B. STREET CLOSURE CRITERIA AND HERITAGE SQUARE MANAGEMENT PLAN. Staff presented this item during the October 29 work session and City Council was interested in creating street closure criteria and they are looking at ways to implement a scoring system for applicants. They also support a Heritage Square Management Plan and in the next 6-8 months staff will be looking at creating and developing a plan. Whether is will be part of the Special Event Packet or a separate document is unknown at this time. The Heritage Square Management Plan would be implemented in summer 2015 as next summer is already scheduled.
- C. BUSHMASTER PARK UPDATE. Staff presented the concept plan that was authorized by the City Manager. The details of the plan include ideas and information received from the public outreach meetings held last year. The Commission made a formal recommendation in May 2013 that the City use the \$1.1 million available from the 1996 bond to complete the Bushmaster Park improvements. It is anticipated that the concept plan would be presented to the City Council on January 28 for their review and approval.

DISCUSSION/STANDING ITEMS (Cont'd.)

D. PUBLIC WORKS CORE SERVICES YARD UPDATE. Staff will be meeting with the evaluation committee this week to finalize the scoring matrix. On December 19 the highest proposer will be notified and the process of due diligence will begin. It is anticipated that negotiations will begin on January 13 and be completed by January 31, and going to Council for their approval sometime in February.

7. REPORTS

A. OPEN SPACES COMMISSION UPDATE. The City recently acquired 2,200 acres on Observatory Mesa for Open Space.

B. MONTHLY HIGHLIGHTS OF PARKS AND RECREATION. Council recently approved the purchase of a new Zamboni for the Ice Rink. It will be ordered this week and the City will take delivery sometime in late May or early June. Winter Wonderland was held on December 6 with Santa arriving by train. A Dive in Movie for teens was held at the Aquaplex on December 6 in partnership with Toys for Tots and Peaks Audio. Holiday hours for all Recreation Centers begin on Sunday, December 22. Staff is currently planning for the Dew Downton event and Babbitt Ford recently signed up to be a major sponsor.

8. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF. Commissioner Fall recently resigned from the Commission, so there are now two vacancies to fill.

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

- Bushmaster Park Update
- Public Works Core
- Review Unfunded Capital List
- Street Closure Criteria and Heritage Square Management Plan Update.
- Open Spaces Commission Liaison

10. ADJOURNMENT

The meeting adjourned at 5:56 p.m.