

PARKS AND RECREATION COMMISSION
WEDNESDAY, AUGUST 16, 2017

SUMMARIZED MINUTES

MEMBERS PRESENT

Jennifer Grogan
Charles Hammersley
Adam Kaupisch
Jim Stratton
Thomas Ziegler

STAFF PRESENT

Kathy Drummond
Christina Parry
Rebecca Sayers
Steve Zimmerman

OTHERS PRESENT

MEMBERS ABSENT

Brian Bloom

1. **CALL TO ORDER**

Chair Grogan called the meeting of August 16, 2017, 2017 to order at 4:01 p.m.

2. **ROLL CALL**

Chair Grogan and Commissioners Hammersley, Stratton and Ziegler were present for roll call. Commissioner Kaupisch arrived at 4:02 p.m. and Co-Chair Bloom was absent.

3. **APPROVAL OF THE JUNE 21, 2017 MINUTES**

Motion made by Commissioner Stratton to approve the July 19, 2017 minutes as written. Motion seconded by Commissioner Ziegler. Motion passed unanimously with 4 yeas votes.

4. **PUBLIC PARTICIPATION**

No public participation.

5. **DISCUSSION/STANDING ITEMS**

A. **Duties and responsibilities of Board and Commission members.** Christina Parry, Senior Assistant City Attorney from the City Attorney's office highlighted a PowerPoint presentation regarding Board and Commission Members Rules and Operations:

- The Council may, by ordinance, create, change, or abolish boards or commissions and may grant to them powers and duties that are consistent with the provisions of the Council-Manager Charter for the City of Flagstaff.
- Members of appointed boards or commissions, at the time of their appointment, must be a resident of the City and maintain residency for the duration of the term.
- The duties of the Commission are to advise the Council, through periodic written reports, recommending policy direction on City lands, structures and facilities that are set aside or should be set aside or dedicated to recreational purposes, including but not limited to parks, swimming pools, playgrounds, playing and sports fields and golf courses.
- City Council may consider the advice and recommendation of the Commission and give direction through the City Manager to implement the recreational program as they see fit.
- As an advisory body, a board or commission shall not take independent action to represent a position or opinion, except by submitting an advisory recommendation to the City Council or as otherwise specified by state law or City ordinance.

DISCUSSION/STANDING ITEMS (Cont'd.)

- A board or commission member may express a personal opinion outside of their role as a board or commission member, but they shouldn't represent themselves as a board or commission member or use the title of board or commission member in doing so.
 - Board and commission recommendations are presented to the City Council by report prepared by staff, including minutes of meetings or by request as approved by the majority of the commission. City Council reviews and considers the board or commission recommendation before making decisions; however, the final decision is made by City Council.
 - Only City Council may issue a communication (verbal or written) which represents an official position of the City. This includes, but is not limited to, statements of support of or opposition to an issue or anything that remotely implies it is official city business.
 - Boards and commissions may not make recommendations for elective candidates, or take a position on an election issue. Upon the request of the City Council, a board or commission shall advise the City Council on a matter. A board or commission may also submit to the City Council recommendations on matters within the scope of its mission as established by the City Council.
 - A public process has been established for commission recommendations and decisions to be presented to the City Council in public meetings. Individual commission members should not meet jointly or separately with members of the City Council on matters of commission business. However, this provision is not meant to deprive the commissioner, as a citizen, of the right to meet with any member of the City Council on any other matter.
 - Not only is it illegal for commissioners to discuss commission business with each other behind the scenes, but discussing commission business behind the scenes with City Councilmembers could also lead City Councilmembers into violations of the Open Meeting Law if the item is forthcoming on a Council meeting agenda, particularly if a commissioner conveys information from one Councilmember to another, as the Open Meeting Law prohibits Councilmembers and commissioners from communicating through an intermediary.
 - It is the public policy of the state that meetings of public bodies be conducted openly and that notices and agendas be provided for such meetings which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided.
 - Even when an event is not a "formal" meeting of the Commission, if there is a potential that a quorum of Commission members might be in attendance, there must be a Quorum Notice posted on the City's website, on the public bulletin board and a copy provided to the Clerk's office.
 - Board or commission members do not lose their rights as a private citizen. However, they may not use their official title or make any statement as a representative or member of the commission to influence an election, further a personal position, or for personal benefit. Under City policy, they are not allowed to make unauthorized statements as a representative of the commission. The title belongs to the City and is to be used when they are engaged in official business of the City such as at public meetings.
- B. Parks and Recreation Commission membership and vacancies. Currently there are four (4) vacancies on the Parks and Recreation Commission. Commissioner's Hammersley, Kaupisch, and Stratton's terms expired in August. If they are interested in being reappointed, they need to submit an application to the City Clerk's office as soon as possible. City Council will review applications and make appointments on September 5. A Commissioner may continue to serve until a new Commissioner is appointed or they are reappointed. Commissioners were encouraged to speak to the public, friends, neighbors, or acquaintances to inform them of the opportunity to serve on a Commission as there are vacancies in other City Commissions as well.

DISCUSSION/STANDING ITEMS (Cont'd.)

- C. Pickleball and tennis court discussion. Staff has looked at surfaces that could be accommodated for pickle ball use, but during last month's meeting a representative from the pickleball group indicated that both groups, tennis and pickleball, are not in favor of taping or painting temporary pickleball lines on existing tennis courts so that different kinds of sports could be played on the same surface. Parks staff suggested applying temporary lines to one basketball court at Bushmaster Park using for pickleball use; the court has lights and players may enjoy playing there in the evening time. The Commission asked staff to discuss with the pickleball representatives to see if they would be amenable to that suggestion.
- D. Parks and Recreation unfunded capital list and priorities. Commissioners and staff reviewed the list that was completed at July's meeting and didn't make any changes or corrections to it. However, there was discussion about the number and location of tennis courts. Commissioner Kaupisch offered to invite someone from the United States Tennis Association to discuss the need for courts in order to host tournaments.
- E. Lake Mary and Christensen Parks land acquisition update. Staff from Parks and Recreation, Utilities, Real Estate, the Airport, and Capital Improvements recently met. Staff are working to put a package together and submit it to the Forest Service so it could be included in their next six month plan. Staff will be meeting again with the Real Estate Manager to discuss options for the Christensen property.

It was suggested that even though the 2004 bond language stated Lake Mary Regional Park, it may be worth looking at some of the land west of Lake Mary Road, as long as it is in the Lake Mary Road area. Staff are looking at all options in the area.

6. REPORTS

- A. Monthly highlights of Parks. A monthly report was included in the agenda packet and stands as presented. The La Plaza Vieja Neighborhood Association is planning a neighborhood celebration of the renovation of Old Town Springs Park on August 25 at 5:00 p.m. An agenda posting will be completed and published to notify the public that there may be a quorum of Parks and Recreation Commission members at the celebration.

Wet, swampy conditions exist at Foxglenn Park; areas of the fields have been restricted for activity because the fields need to dry out and then approximately 400 to 500 square feet of sod will need to be replaced. It is anticipated that it will reopen next week. The Hal Jensen tennis courts are estimated to be completed by September 4. All the concrete has been poured and once the cement has been cured for 28-days the contractor will apply the coating and complete the project.

- B. Monthly highlights of Recreation. A monthly report was included in the agenda packet and stands as presented. The Children's Music and Arts Festival will be at the East end of Bushmaster Park on Saturday, August 19. The Food Truck Festival, a new event this year will take place in the Wheeler Park parking lot on Saturday, August 26.
- C. Monthly highlights of Open Space. A monthly report was included in the agenda packet and stands as presented. A comment was made that the Open Spaces Specialist is doing a good job at Picture Canyon. Volunteers have been recruited and they are in the process of removing the barbed wire and what an improvement it has made.

7. INFORMATION ITEMS TO AND FROM COMMISSIONERS AND STAFF

The wind screens at the tennis courts at McPherson and Thorpe Parks haven't been installed yet this year. It was requested by a Commissioner that staff look at two trees near the McPherson tennis courts and consider trimming or removal. It was suggested that the United States Tennis Association (USTA) could offer financial assistance to install blended youth tennis lines at the Hal Jensen Recreation Center tennis courts. A public meeting regarding the Flagstaff Open Spaces Parks and Recreation Program (FOSPR) will be held next Wednesday at the Aquaplex at 6:00 p.m. An agenda posting will be completed and published to notify the public that there may be a quorum of Parks and Recreation Commission members in attendance. Commission Ziegler reported that he would be absent for the September meeting.

8. AGENDA ITEMS FOR THE AUGUST 16, 2017 MEETING

- High occupancy housing presentation
- Parks and Recreation unfunded capital list and priorities
- Lake Mary and Christensen Parks land acquisition update
- United States Tennis Association (USTA) presentation
- Friends of Thorpe Park presentation
- FOSPR update

9. ADJOURNMENT

The meeting adjourned at 5:43 p.m.