



MINUTES

City of Flagstaff Open Spaces Commission

Monday, October 30th, 2017

4:00 pm – 6:00 pm

COUNCIL CHAMBERS, CITY HALL

211 West Aspen Avenue, Flagstaff, Arizona

A quorum of the Flagstaff City Council may be in attendance of the Open Spaces Commission meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2100. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMISSION MEMBERS:

Bryan Burton, Chair

Libby Kalinowski, Vice-Chair

Rick Miller

Jim Burton

Stephen Hirst

Jackie Thomas

David Zimmerman

STAFF LIAISON:

Betsy Emery, Open Space Specialist

1. Call to Order

Chair Burton called the meeting to order at 4:01pm.

2. Roll Call

Commissioners Bryan Burton, Hirst, Kalinowski, Miller, Thomas, and Zimmerman were present for roll call. Commissioner Jim Burton was absent.

3. Public Participation

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on that day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public participation.

4. Approval of September 25th, 2017 Meeting Minutes

Commissioner Hirst motioned to approve the September 25th, 2017 minutes. Commissioner Zimmerman seconded the motion. All voted in favor.

5. Business

A. ParkServe Analysis of Access to Parks and Open Space Review (10 Minutes)

– Betsy Emery

Requested Action: Informational

Ms. Emery displayed the ParkServe results for parks and open space access within the City of Flagstaff. ParkServe is a tool created by the Trust for Public Land. The analysis displayed all of the areas where community members are within a ten-minute walk to a park, open space, or Coconino National Forest. The analysis shows that 55% of Flagstaff residents are within this threshold of access to a natural area. Ms. Emery stated that she is working on an equity analysis to see what areas within City limits lack access to Flagstaff's open spaces, which will be presented at the December 4th Open Spaces Commission meeting.

B. Schultz Creek Trailhead Concept Discussion and Update (25 Minutes) -

Betsy Emery

Requested Action: Input

Ms. Emery shared the preliminary concept design of the Schultz Creek Trailhead, a 20-acre parcel of City-owned property that has been incorporated into the Open Space Program. Martin Ince and Coconino National Forest employees worked together to design a parking area for recreationists. The concept design consists of forty parking spaces for cars and two parking spaces for horse trailers.

Additionally, the project will include three portable toilets on the site, fencing, and connector trails. The Commission discussed how the trailhead could connect FUTS trails with Forest Service trails. Community member Jack Welch asked how the trailhead would be utilized during the snow season and whether it would be open for winter recreationists during snowy or wet conditions. Kayla Smith, 1124 W Linda Vista Drive, asked about the historic water reservoir near the proposed parking area and how that would be incorporated into the design for the overarching parcel. Ms. Smith stated that she was concerned about the development. Ms. Emery stated that the parking area would have bare minimum infrastructure and would not incorporate any of the reservoir area.

C. Open Space Capital Improvement List and Budgetary Requests (45 Minutes)

- Betsy Emery

Requested Action: Input

Ms. Emery shared the Open Space Program Capital Improvement List and Budgetary Requests for the upcoming budget cycle with the Commission. Both documents include projects for all legally-designated open space properties, including Picture Canyon Natural and Cultural Preserve, Observatory Mesa Natural Area, Schultz Creek Trailhead, and McMillian Mesa Natural Area. The Capital Improvement Lists consists of projects that could be completed within the next three to five years, some of which are adapted from the Priority Action Plan

within the Management Plan for Legally-Designated Open Space Properties. Ms. Emery stated that the Open Space Program currently has an annual budget of \$32,500 and no permanent staff. Subsequently, the first priority for the upcoming budget cycle is to make the Open Space Specialist position permanent. The Commission discussed how to prioritize the additional items within the Budgetary Requests document. The Commission stated that a larger parking area for Picture Canyon should be a top priority instead of at the end of the list. The Commission also agreed that permanent administrative personnel to manage the Open Space Program is another top priority.

D. Open Space Management Update (5 Minutes) – Betsy Emery

Requested Action: Informational

Observatory Mesa Natural Area recently had a small ground fire that burned 3 acres in Section 18. The area was thinned two years ago as a part of the Flagstaff Watershed Protection Project. Since it was thinned, the fire only stayed on the ground, which was easier to manage and contain.

E. Open Space Program Events and Volunteer Update (5 Minutes) – Erin

O’Keefe

Requested Action: Informational

Ms. O’Keefe shared information about the summer season of volunteer events on open space, as well as upcoming open space events and programs. Between April and August 2017, 95 volunteers spent 330 hours working on projects within Flagstaff’s open spaces. These projects included removing significant populations of invasive weeds and large sections of barbed wire fencing from Picture Canyon Natural and Cultural Preserve. Ms. O’Keefe also provided information about the Open Space Photo Contest currently underway on Flagstaff Open Space Facebook page. The photo contents has three categories: People, Places, and Animals. Ms. O’Keefe also stated that 75 volunteers participated in the Make a Difference Day event at Willow Bend Environmental Education Center. Ms. O’Keefe will continue to provide updates about the Open Space events at each of the Commission meetings. The Commission stated that they enjoy the update and like seeing the picture slideshow.

6. Information Items To and From (5 Minutes) – All

The next Open Spaces Commission will be on December 4th, 2017 from 4pm-6pm in the Staff Conference Room on the second floor of City Hall. The Commission asked about whether the Program could install donation boxes at open space trailheads. Ms. Woodman stated that the Open Space Program is currently working with Finance to develop a mechanism for community members to donate money to the Open Space Program through an online portal.

7. Future Agenda Items (5 Minutes) – All

A. Overview of Forest Restoration Projects on Observatory Mesa Natural Area,
Matt Millar

B. Open Spaces Commission Strategic Plan Discussion and Update, Betsy Emery

C. Flagstaff Trails Initiative Planning Process, Martin Ince

- D. Donations of Open Space as Part of the Development Process, Community Development Staff**
 - E. McMillan Mesa Management and Visioning, Betsy Emery**
 - F. Acquisition Priorities for Open Space and FUTS, Betsy Emery/Martin Ince**
- 8. Adjournment**
Commissioner Miller motioned to adjourn the meeting at 5:31pm. Commissioner Hirst seconded the motion. All voted in favor.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the Disability Awareness Commission with the City Clerk.

Dated this _____ day of _____, 2017.
