



# MINUTES

## City of Flagstaff Open Spaces Commission

April 22<sup>nd</sup>, 2019

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 928-213-2154. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

### CALL TO ORDER

#### COMMISSION MEMBERS:

Bryan Burton, Chair  
Jim Burton  
Stephen Hirst

Jackie Thomas  
William Wilson  
David Zimmerman

#### STAFF LIAISON:

Robert Wallace, Open Space Specialist

#### 1. Call to Order

Chair Burton called the meeting to order at 4:00pm.

#### 2. Roll Call

Chair Burton

Commissioner Burton

Vice-Chair Thomas

Commissioner Hirst

Commissioner Wilson

Commissioner Zimmerman

#### 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.

Mr. Nat White (no address provided) thanked the commission for the work they have done. Mr. White also encouraged the commission to consider the linkages between open space and Flagstaff's neighborhoods, trails, and overall image.

**4. Approval of March 25<sup>th</sup>, 2019 Meeting Minutes**

Commissioner Burton motioned to approve the March 25<sup>th</sup>, 2019 minutes. The motion was seconded by Commissioner Hirst. All voted in favor.

**5. Business**

**A. Open Spaces Commission Application Update (5 Minutes) – Robert Wallace, Requested Action: Informational**

There have not been enough applicants for the three vacancies within the Open Spaces Commission for City Council to select from. The timeline for filling vacancies is dependent on how many applications come in. The position has been recently advertised on Facebook and Mr. Wallace requested that the commissioners continue to encourage more applications.

**B. Open Spaces Commission Future Meeting Dates (10 Minutes) – All, Requested Action: Discussion**

Commissioner Zimmerman cannot make the meetings on Mondays at the 4-6pm time slot. The Planning and Zoning Commission will work to assign a different person for the commissioner position that can make the current meeting time as Commissioners Burton and Thomas cannot meet in the middle of the day.

**C. Open Spaces Commission Strategic Plan Final Review (15 Minutes) – All, Requested Action: Discussion**

The commissioners discussed and made final edits to their Open Spaces Commission Strategic Plan ("Strategic Plan").

The commissioners discussed and clarified the performance measures for regular collaboration with key partners as outlined under Strategy 1.1. Mr. Wallace suggested that the performance of the Commission not be dependent upon the actions of partners. The performance measure for Strategy 1.1 is now to "maintain partnerships through presentations and collaboration with key partners and review accomplishments annually".

Commissioner Burton requested that the annual review of the performance measures therein be explicit in the Strategic Plan. Mr. Wallace suggested that the annual review be done each June to line up with the fiscal year, and the commission agreed to add this to the introductory chapter of the Strategic Plan. Chair Burton requested that the commission use the upcoming January or February meeting to begin collecting records needed for the June performance review.

**D. Strategic Plan Vote for Implementation (5 Minutes) – All, Requested Action: Vote for approval**

Commissioner Hirst motioned to approve the Open Spaces Commission Strategic Plan with the addition of a regular review time procedure. The motion was seconded by Commissioner Burton. All voted in favor.

**E. Strategic Plan Implementation Steps (45 Minutes) – All, Requested Action: Discussion**

Mr. Wallace presented a matrix of the Strategies from the Strategic Plan with associated Action Items to the commissioners. The following high priority Strategies were highlighted: actively collaborate with key partners on a regular basis (1.1), create a prioritized land and trail acquisition list (3.2), and assist Flagstaff Open Space in applying for grant funding (5.1).

Chair Burton requested an additional meeting with Mr. Wallace to simplify each Strategy and create collaborative subcommittees for each of the high priority Strategies. Commissioners will then select specific tasks to pursue individually from the lower priority Strategies.

**6. Reports and Updates**

**A. Open Space Program Report (5 Minutes) – Robert Wallace**

Mr. Wallace provided an update on the Open Space Program. Regarding management, Arizona Conservation Experience (ACE) is currently working on a survey of Observatory Mesa Natural Area for management needs. Picture Canyon Natural and Cultural Preserve was recently treated with chemicals to control invasive Scotch thistle in association with Natural Channel Designs. Staff are currently reviewing community feedback encompassing over 400 comments regarding the Schultz Creek Trailhead.

The Open Space Program has moved into the new office at 419 N Mogollon St. The Open Space Events and Outreach VISTA position has been filled by Leila Husain from Virginia Tech. The position is set to start on July 22<sup>nd</sup>.

Mr. Wallace outlined currently collaborations with Flagstaff Open Space. Arizona Site Stewards are helping to update site kits and train volunteers. Flagstaff Trail Initiative is assisting with a community update event that is currently set for June 19<sup>th</sup>, 2019. The Grants and Contracts Manager is working with Open Space staff on finalizing agreements to manage invasive plants on Picture Canyon bordering property. The Picture Canyon Working Group also completed their strategic plan, which will be shared with the commission.

**B. Open Space Events and Outreach Report (5 Minutes) – Robert Wallace**

Mr. Wallace provided an update on events and outreach. Weekly Wednesday Weed Walks start on May 1<sup>st</sup> from 7-10am. Lights Out Flagstaff will be held on May 10<sup>th</sup> from 6-8pm as an opportunity for education regarding the importance of open space in contributing to Flagstaff's dark skies. The Open Space Stewards volunteer training will be taking place on May 18<sup>th</sup> all day. As part of the Arizona Watchable Wildlife Experience, there will be a Bug Safari at Frances Short Pond on June 15<sup>th</sup> from 9-11am. Currently, there is no plan for National Trails Day on

June 1<sup>st</sup>, but there may be opportunities to partner with other groups around Flagstaff that day.

7. **Information Items To and From** (5 Minutes) – All  
Chair Burton will look up a specific private land parcel and send to Mr. Wallace.
8. **Future Agenda Items** (5 Minutes) - All
  - Revisit Schultz Meadow as Open Space – Discussion
9. **Adjournment**  
Chair Burton adjourned the meeting at 5:16pm.

**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 \_\_\_\_\_, 2019.



Robert Wallace, Staff Liaison