

NOTICE AND AGENDA

**PARKS AND RECREATION COMMISSION
MONDAY
MARCH 18, 2024**

**HYBRID MEETING
FLAGSTAFF AQUAPLEX
AND [MICROSOFT TEAMS](#)
1702 N. FOURTH STREET
4:00 P.M.**

1. **CALL TO ORDER**
2. **ROLL CALL**

NOTE: One or more Commissioners may be in attendance through other technological means.

Stephen Parsons (Chairperson)	Ryan Martin
Austin Kerr (Vice Chairperson)	Micah Smith
Sandy Heath	Josh Stackhouse
Autumn Layden	Councilmember Deborah Harris - Council Liaison

3. **Land Acknowledgment**
The Flagstaff Parks and Recreation Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.
4. **Approval of the January and February Minutes**
5. **Public Comment**
FLAGSTAFF, Arizona -- This portion of the meeting is for items that are NOT on the agenda. The Commission cannot act on items presented during the public participation of the agenda. The Commission is prohibited by the open meeting law from discussing or considering the item until the item is officially placed on an agenda. Please limit comments to five minutes.
6. **Recap of Current Capital Projects**
7. **Update on Sport Courts at Bushmaster Park**
8. **FY24-25 Initial Budgets Funded**
9. **City Council Liaison Report - Councilmember Deborah Harris**
10. **Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events**
11. **Informational items to and from Commissioners and Staff**

12. **Agenda Items for next meeting**

13. **Adjournment**

CERTIFICATE 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. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2024.

Cathy Guetschow, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Cathy Guetschow (cguetschow@flagstaffaz.gov) at least two business days prior to the scheduled meeting time to enable the City to make reasonable arrangements.



Parks & Recreation

4.

From: Cathy Guetschow, Administrative Specialist

DATE: 03/18/2024

SUBJECT: Approval of the January and February Minutes

STAFF RECOMMENDED ACTION:

Executive Summary:

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Carbon Neutrality Plan

Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Please contact Nicole Antonopoulos or Jenny Niemann for questions and assistance.

Regional Plan

Reference Regional Plan Desk Guide at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Attachments

January Minutes

February Minutes

MINUTES

PARKS AND RECREATION COMMISSION
MONDAY
January 29, 2024

ONLINE ONLY
MICROSOFT TEAMS
4:00 P.M.

1. **CALL TO ORDER**

The meeting began at 4:01 pm.

2. **ROLL CALL**

NOTE: One or more Commissioners may be in attendance through other technological means.

PRESENT

Stephen Parsons (Co-Chair)
Sandy Heath
Austin Kerr
Autumn Layden
Ryan Martin
Micah Smith
Josh Stackhouse

NOT PRESENT

Councilmember Deborah Harris
- Council Liaison

STAFF & OTHERS

Rebecca Sayers, Parks, Recreation, Open Space
and Events Division Director
Amy Hagin, Assistant Parks and Recreation
Director
Koren Brown, Administrative Specialist
Tyrone Johnson, Recreation Manager
Haley Reynolds, Events and Marketing Supervisor
Gino Leoni, Parks Manager
Ryan Reynolds, Recreation Supervisor - Aquaplex

3. **Land Acknowledgment**

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4. **Approval of Minutes**

Commissioner Martin motioned to approve the December meeting minutes, Commissioner Kerr seconded; minutes approved unanimously.

5. **Public Comment**

FLAGSTAFF, Arizona -- This portion of the meeting is for items that are NOT on the agenda. The Commission cannot act on items presented during the public participation of the agenda. The Commission is prohibited by the open meeting law from discussing or considering the item until the item is officially placed on an agenda. Please limit comments to five minutes.

No public comment.

6. Chair/Vice Chair Vote

The position of chair was nominated by Commissioner Martin for Commissioner Parsons and was seconded by Commissioner Stackhouse; Commissioner Parsons was approved unanimously for Chair.

The position of Vice Chair was nominated by Commissioner Martin for Commissioner Kerr and was seconded by Commissioner Stackhouse; Commissioner Kerr was approved unanimously for Vice Chair.

7. Aquaplex Supervisor Update

Ryan Reynolds provided an overview of the Flagstaff Aquaplex programs and amenities. The Aquaplex offers aquatics, a full gym with indoor track, a kids' club, a gymnasium with basketball, pickleball, and volleyball programming, as well as a variety of fitness classes. The Aquaplex is a cost-recovery facility, which means that it must meet 70% of fiscal expenditures. The facility has been doing their annual membership drive and has sold 636 memberships in the month of January. They sold 182 memberships in December.

8. Open Space Joint Meeting Agenda

The Commission was asked to name potential agenda items for next month's joint Commission meeting with Open Space. Items suggested were:

- Synergy
- Greater Observatory Mesa Trail Plan
- Commuter trail
- Accessibility of trails
- 5-year plan
- Commission overlap and collaborative opportunities
- FUTS signage
- Frequency of future joint meetings

9. City Council Liaison Report - Councilmember Deborah Harris

There was no report.

10. Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events

Parks welcomed its new and first park ranger, Mathew Bowen.

There was some confusion and feedback shared by the Commission regarding the trail counts section of the PROSE Newsletter.

11. Informational items to and from Commissioners and Staff

There were no informational items.

12. Agenda Items for March meeting

- Westside Park
- FY24-25 Budget
- Reclamation for Parks and Recreation (revisit for later topic)

13. Adjournment

The meeting adjourned at 5:05 pm.

DRAFT MINUTES

1. CALL TO ORDER

Chair Parsons called the February 26, 2024, meeting at 4:01 p.m.

2. ROLL CALL

NOTE: One or more Commissioners may be in attendance through other technological means.

Parks and Recreation Commission

Stephen Parsons (Chair) - Present
Austin Kerr (Vice Chair) - Present
Sandy Heath - Absent
Autumn Layden - Present
Ryan Martin - Present
Micah Smith - Absent
Josh Stackhouse - Present

Open Space Commission

Wm. Michael Wilson (Chair) - Absent
Bruce Applin (Vice Chair) - Present
Bruce Fox - Present
Mary Norton - Planning & Zoning Representative - Present
Jacqueline Thomas - Present
Lina Wallen - Present
Nat White - Present

Councilmember Deborah Harris - Council Liaison - Present

Staff Present: Robert Wallace, Rebecca Sayers, Amy Hagin, Sarah Holditch, Haley Reynolds, Sylvia Struss, Gino Leoni, Cathy Guetschow

Others Present: Charlie Silver, Alexis, Michele James, Desert Mulford, Rick Steve, Jacqueline Thomas

3. Land Acknowledgment

Chair Parsons read the Land Acknowledgement.

4. Public Comment

Open Space Supervisor Robert Wallace introduced Desert Mulford the new AmeriCorps Environmental Literacy Corps.

5. Open Space Commission Update

Open Space Supervisor Robert Wallace made a presentation in Chair Wilson's absence, on the Commission's authority, mission, history, and goals, including:

- Assist to bring about an expanded, integrated Open Space System,
- Realize sustainable long-term funding for the Flagstaff Open Space system, and
- A goal is to have an open space, park, or natural area within a 10-minute walk (1/4 mile) from every Flagstaff resident's front door.

Recent accomplishments: Completed updated Strategic Plan, McMillan Mesa Rezone, receiving several grants: Heritage Grant for Open Space Educator, AZ State Parks grant for trails at Picture Canyon, Invasive Plant Grant for Observatory Mesa Natural Area.

Current projects: Observatory Mesa Trail Plan, progress toward 10-minute access goal; open space preservation and acquisition, and Ft. Tuthill FUTS connection.

Future projects: PROSE Master Plan recommendations, review projects/proposals affecting OS (Open Space), city code updates, progress toward interconnected Open Space system, and achieve sustainable funding sources.

How the commissions can partner: Identify where priorities overlap, coordinate trails, sustainable funding such as Bed, Board, Beverage (BBB) Recreation tax funds or future bonds, and communicating our overall goals to the community.

Mr. Wallace answered questions about how OS is typically acquired, how OS works with FUTS, staffing needs, open space education efforts, and the Observatory Mesa Trail Plan.

6. Parks & Recreation Commission Update

Chair Parsons provided an update pertaining to some recent projects discussed with the Commission: Thorpe Park Annex & Indigenous Community Cultural Center planning, west-side park development, and the Buffalo Park grant-funded project. Parks and Recreation fees have been evaluated by the Commission to support a request for a rate study.

Assistant PROSE Director Amy Hagin gave an overview of what the Parks and Recreation Commission's goals, strategic planning and advisory of funds encompasses. Included was an overview of the infrastructure of both Parks and Recreation and the associated responsibilities. Ms. Hagin also provided an in-depth overview of recent capital projects, improvements to Parks and Recreation facilities, current capital projects and the future as per the 5-Year BBB Recreation Capital Plan. Through the strategic planning efforts of the Parks and Recreation Commission, plus a prioritization exercise performed in 2022, projects were developed into the 5-Year BBB Recreation Capital Plan. These projects consist of an annual playground equipment replacement, the Bushmaster Parksportscourts project, the future, HVAC inside the gymnasium at Hal Jensen Recreation Center, Cheshire Park expansion, Continental Regional Park Expansion for the design of a girls softball complex, and the renovation of Ponderosa Park after post-flooding improvements. Over this past year, many mechanical repairs and improvements have occurred in our recreation centers, working closely with Facilities Maintenance.

7. BBB Fund Allocations and Budgeting

PROSE Director Rebecca Sayers presented the five-year plan for BBB Recreation funds. She noted that city code allows BBB funds to be used for Parks and Recreation, Beautification, Arts & Sciences, Tourism, and Economic Development. Parks and Recreation receives 33% of BBB tax revenue. The five-year plan will be shared with Commissioners and the public by being posted as an attachment to the agenda item on the website. Revenue from the BBB Recreation fund balance includes the capital improvement projects discussed in the previous agenda item, planned expenditures over time, deferred maintenance projects, play structure replacement, parks and recreation operations, and FUTS maintenance.

Ms. Sayers discussed the potential for updating language in the city code relating to BBB Recreation to include open space in and update the two commissions' authority for reviewing the use of these funds.

Commissioners agreed they would support a joint meeting once per year, likely in February, to determine the health of the BBB fund, progress on projects, and talk about any joint projects.

There was discussion about the BBB tax being up for renewal and clarifying the roles of commissioners and staff in that process. Renewal will go to voters in 2024, and if it fails, there will be another chance to renew it in 2026 before it expires in 2028. Together with the Economic Vitality Division, there will be a campaign to inform and educate people about the BBB tax and how the city uses these funds.

8. City Council Liaison Report - Councilmember Deborah Harris

Councilmember Harris thanked the Commissioners for their work. In response to a question from a Commissioner about when fees may be reviewed by the City Council, Ms. Sayers explained that a consultant has been contracted by the Management Services Division to develop a city-wide Cost Recovery Policy, after which Divisional fees will be reviewed.

9. Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events

Amy Hagin was congratulated for her City Manager Award for communication. Mr. Wallace gave an update on the Switzer water main pipeline project.

10. Informational items to and from Commissioners and Staff

There was discussion about how ball fields and FUTS trails were graded. Commissioner Norton gave a Planning and Zoning Update: At the January 10, 2024, meeting, there was a presentation on the Land Availability and Suitability Study, and Code Analysis Review for Developable Land that is being managed by the Planning Section in the Community Development Division. Of particular interest was a large parcel of state land in the JW Powell corridor purchased by developer Symmetry in November 2022--they bought a portion of it, and the rights to purchase the rest. Ms. Norton is concerned about Open Space having a seat at the table when ecologically sensitive areas come up for purchase. She also noted there was a public hearing on a code amendment to allow high density housing in public facilities (PF) zones.

11. Discussion for Future Joint Meetings

It was proposed to have a joint meeting once or twice per year, unless something comes up where a special joint meeting is needed.

12. Adjournment

The February 26, 2024, Joint Parks & Recreation Commission and Open Space Commission meeting adjourned at 6:17 p.m.



Parks & Recreation

10.

From: Cathy Guetschow, Administrative Specialist

DATE: 03/18/2024

SUBJECT: Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events

STAFF RECOMMENDED ACTION:

Executive Summary:

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Attachments

PROSE Monthly Report

PROSE

PARKS, RECREATION, OPEN SPACE, AND EVENTS

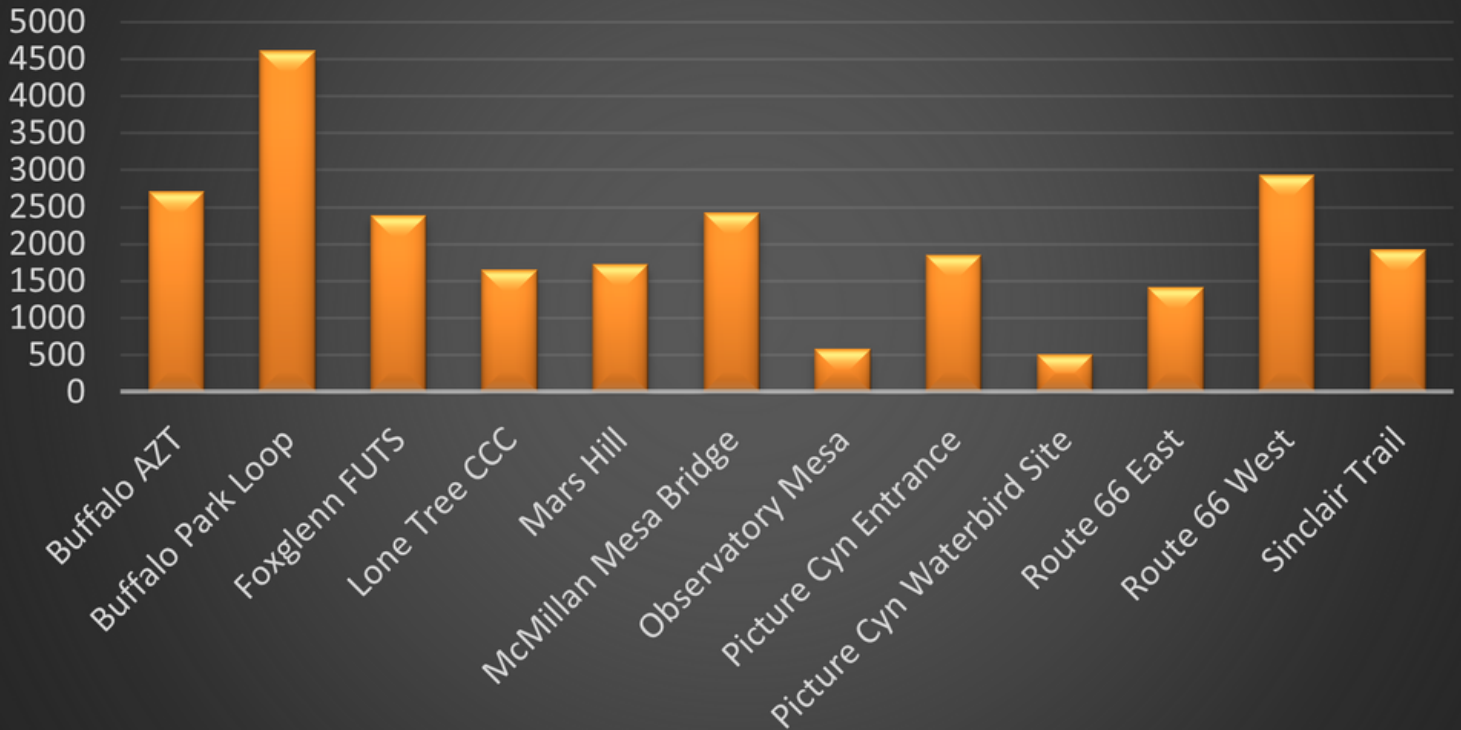
February 2024

The Division's largest regional park, Thorpe Park, has received an upgrade to the kiosk signage! The new signs are an upgrade but more importantly they are an identifier to over 200-acres of active and passive recreation. With the amount of leisure and programmed fun scheduled at a variety of locations within the 220-acres, Parks Supervisor Shawn Mullaney accepted the challenge to identify, design and install with other Parks colleagues the new kiosk signage.



The community experienced one of the larger accumulation snow events in early February providing an opportunity for the Parks team to perform the operation but with an added oversight pilot program. The team led by Gino Leoni successfully managed a pilot contract with a contractor to perform a concierge service in specific alleyways near Heritage Square in the downtown area. For more information on the concierge pilot program, please feel free to reach out to the PROSE leadership team!

January 2024

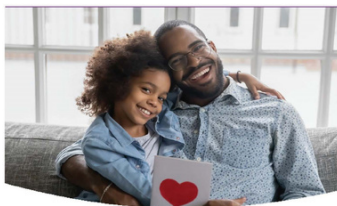


For the month of January the commuter trail along Route 66 provided safe transportation to over 4,500 travelers. This east and westbound FUTS is vital to our commuter community members. With the minimal snowfall in the month of January, the Sinclair Wash provided leisure recreation through the riparian area with nearly 1,900 travelers. The team continues to discuss the challenges associated with the washout locations and overall trail maintenance including identifying a funding source.



The Aquaplex hosted a Beach Pool Party this month. 70 participants enjoyed games, activities, and refreshments while splashing around.

In celebration of Black History Month, Hal Jensen Recreation Center hosted dinner and a movie! About 50 adults and youth participated. Guests watched *The Butler* and enjoyed collard greens, okra, macaroni and cheese and cornbread to highlight Black ethnic cuisine.



Because of you,
life doesn't stop.

#VitalToLife



ADVANCE APPOINTMENTS
are encouraged.

BLACK HISTORY MONTH



City of Flagstaff PROSE
Show Some Love at the
Black History Month Blood Drive

Wednesday, February 28

1:00 pm - 5:00 pm

Hal Jensen Recreation Center at 2403 N. Izabel St.

To schedule an appointment, scan QR code, visit donors.vitalant.org (Blood Drive Code: HJRC), or call Vitalant at 877-25-VITAL (258-4825). Questions? Contact Crystal Warden-Gant at (928) 213-2762.

Donate blood and receive a \$10 gift card from our Rewards Store. Join us in spreading love, saving lives, and treating yourself this Valentine's season. Your gift can make all the difference!



DONATE BLOOD
vitalant.org | 877-25-VITAL

vitalant.

Hal Jensen hosted a blood drive on February 28. All 23 slots were filled making this another successful donation event!

The Open Space Commission has been preparing to review the Observatory Mesa Trail plan at their upcoming meeting on March 25, 2024. With a steadfast commitment to upholding guiding documents and preserving the integrity of the property, the commission's meticulous scrutiny aims to ensure that the proposed project aligns seamlessly with open space overarching objectives. Their focus extends beyond mere recreational enhancements; rather, they strive to recommend measures that not only cater to the recreational needs of the community but also uphold the property's purpose and conserve its natural beauty for generations to come. Through thorough analysis and thoughtful deliberation, the commission endeavors to develop a final recommendation that facilitates trails, access, and safeguards the ecological richness of the area.



The Open Space Full Moon Hike in January was featured by NAU Lumberjack. Click on the photo above and check out the article.

Welcome aboard Sarah Holditch! Sarah joins us from the Open Space section and is now the Events and Marketing Coordinator. She will be planning events for the division, permitting events on City property, and marketing PROSE. Sarah brings a passion for providing events to the community and comes with 10 years of experience coordinating events in town.

In her free time Sarah enjoys rock climbing, exploring with her dog Tucker, and serves as a board member for the Northern Arizona Climbers Coalition.



A colorful poster for "CONCERTS IN THE PARK Call for Musicians". The poster features a saxophone on the left and an acoustic guitar on the right. A musical staff with notes and a purple circle with a white outline are also present. The text reads: "CONCERTS IN THE PARK Call for Musicians", "FAMILY FRIENDLY", "Performances on Wednesday nights in June & July", "Send your demo to SpecialEvents@flagstaffaz.gov", and "CITY OF FLAGSTAFF PROSE". The background is a vibrant, abstract pattern of purple, yellow, and green.

Spring Volleyball kicked off this month! The league is full and running five nights a week utilizing FUSD gymnasiums.