

DRAFT MINUTES

**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**

The meeting began at 4:00pm.

**2. ROLL CALL**

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

**PRESENT**

Stephen Parsons (Chairperson)  
Austin Kerr (Vice Chairperson)  
Sandy Heath  
Autumn Layden  
Ryan Martin  
Josh Stackhouse

**NOT PRESENT**

Councilmember Deborah  
Harris - Council Liaison  
Micah Smith

**STAFF AND OTHERS**

Rebecca Sayers (Parks, Recreation, Open  
Space and Events Division Director)  
Amy Hagin (Assistant Parks and Recreation  
Director)  
Haley Reynolds (Events and Marketing  
Supervisor)  
Gino Leoni (Parks Manager)  
Tyrone Johnson (Recreation Manager)  
Sarah Holditch (Events and Marketing  
Coordinator)

**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**

The January and February Minutes were not available for viewing. The approval of minutes from the January and February meetings was tabled to the April meeting.

**5. Public Comment**

No public comment.

**6. Recap of Current Capital Projects**

Assistant Parks and Recreation Director Amy Hagin, presented an overview of the Parks and Recreation capital projects for this fiscal year. Some examples of projects included improving the multi-purpose entrances and gates at Thorpe Park, installing a new Columbarium at the Cemetery, improving the Parks Shop entrance gate and upgrading park kiosk signage. Other projects mentioned

that are ongoing or completed included the installation of a backstop at McMillan Park, new park furnishings, and the Bushmaster skatepark renovation. A potential upcoming project mentioned would be the addition of a play structure designed for toddlers at Continental Park. Some large capital projects that were completed included the Thorpe Park permanent restroom installation. Also mentioned was the completion of the Buffalo Park Accessibility project which added new trail surface material, four accessible parking spaces to the parking lot and six universal workout stations around the two-mile loop. Amy clarified that this project was grant funded with some cash contributions from Parks as well as labor and equipment. Some Parks projects that are in process and funded by the Recreation share of the Bed, Board, and Beverage tax include replacing playground equipment at Ponderosa Trail Park, the Heritage Square public restroom, Thorpe Park mitigation which includes removing the perimeter fencing and ensuring operable conditions for potable water and sewer, and Ponderosa Park reconstruction. Amy answered some questions about the timeline for the Ponderosa Park reconstruction, Thorpe Park mitigation, and there was some discussion about the Heritage Square restroom project. Amy went on to talk about the projects that Recreation's base budget capital which included noise reducing walls at Joe C Montoya Community and Senior Center. Some potential future projects mentioned were a youth E-Sports center at Hal Jensen Recreation Center, and a new skate sharpener at Jay Lively Activity Center. Some other uses have been to replace aged fitness equipment at the recreation centers. Other large on-going capital projects mentioned were the Bushmaster Park sport court project, and the West Side Park design and community outreach. There was discussion about potential future amenities and parking at the new park, and the details of a neighborhood classification of a park.

#### **7. Update on Sport Courts at Bushmaster Park**

Amy Hagin stated that the concept for new sport courts has been approved through the City's design review process and the next step will be the construction drawings. Amy explained some changes not reflected in the drawings and mentioned a grant funded partnership with Beautification, Arts and Sciences Section to support urban trees in the park and the one for one tree replacement. Full construction documents should be ready in April and the project will be underway May through October 2024. This will impact the user groups this season and outreach will happen to inform the public. Amy answered questions and clarified that the while the tennis and basketball courts will be dual striped for pickleball, those courts are reserved for the intended use unless there is an approved special event permit, such as for use for a pickleball tournament.

#### **8. FY24-25 Initial Budgets Funded**

Amy gave an update on the current budget process, results from the City's internal Budget Team to date, and some items that will now have ongoing increased funding such as utility costs at recreation centers, uniforms for parks staff, and other necessary tools and supplies. The request to expand the Citizens Cemetery by one acre was not funded but staff will submit for that again in the future. \$1.5 million to replace the exterior siding on the Aquaplex was funded. The demolition of the sitting areas along Butler Avenue, which have been unsafe and problematic for both parks and the police, was funded at \$75,000. Amy answered some questions about the Aquaplex re-siding project, and there was some discussion on the budget process and logistics. Rebecca Sayers added some more insight on the process, and priorities which included market-based pay and pay for performance for city employees. Amy explained that there has been some internal reorganization to PROSE which moved Athletics to the Events and Marketing team that was not funded through the budget but can be funded through our division's budget. The Fourth of July signature event was funded with one-time dollars as a pilot project, with the intent to focus on a 3-D architectural mapping display in the downtown area.

#### **9. City Council Liaison Report - Councilmember Deborah Harris**

Councilmember Harris was not present to give a report.

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

Amy displayed and read through the monthly PROSE newsletter which was subsequently linked to the online agenda.

**11. Informational items to and from Commissioners and Staff**

Amy informed commissioners that Cathy Guetschow will be the communication liaison for commission meetings, and Sarah Holditch will be taking meeting minutes. The team is currently recruiting for a Recreation Coordinator at Joe C. Montoya, Parks Maintenance workers, and will be recruiting for an Athletics Coordinator soon. Rebecca Sayers added that the next steps regarding the legalities surrounding the funding programming for Open Space within BBB-Rec fund balance are to go to City Council with the suggested Code Change which is scheduled for April and the Ordinance Change which will be in May. A commissioner requested to see the specific language of that ordinance, which will be an agenda item for the Commission's next meeting.

**12. Agenda Items for next meeting**

- Introduce Park Ranger
- Review of draft code revisions to include open space as an eligible use of funding from BBB Recreation funds.
- Bushmaster Court updates
- Updates on West Side Park
- Regional Plan updates
- Commissioners requested a presentation on the Land Availability and Suitability Study and Code Review project.

**13. Adjournment**

The meeting adjourned at 5:40pm.