

NOTICE AND AGENDA

Commission Meeting Canceled Due to No Quorum

**PARKS AND RECREATION COMMISSION
MONDAY
MAY 20, 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 (Chair) Ryan Martin
Austin Kerr (Vice Chair) Micah Smith
Sandy Heath Josh Stackhouse
Autumn Layden Councilmember Deborah Harris - Council Liaison

3. Land Acknowledgement

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 April 15, 2024 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. Events and Marketing Updates

Informational

7. Update on Design and Construction

Informational

8. West Side Park Update

Informational

9. City Council Liaison Report - Councilmember Deborah Harris

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

A. PROSE Monthly Report - April 2024

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 May 16, at 2:00 p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this 16 day of May, 2024.

Cathy Guetschow

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: 05/20/2024

SUBJECT: Approval of April 15, 2024 Minutes

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Approval of April 15, 2024 Minutes

DRAFT

DRAFT MINUTES

PARKS AND RECREATION COMMISSION
MONDAY
April 15, 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
Councilmember Deborah Harris -
Council Liaison

NOT PRESENT

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)
Shannon Anderson (Senior Deputy City
Manager)

3. Land Acknowledgement

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Commissioner Parsons read the land acknowledgment statement.

4. Approval of Minutes

Commissioner Martin motioned to approve the minutes from January 29, February 26, and March 18. Commissioner Stackhouse seconded. The minutes were approved unanimously.

5. Public Comment

No public comment.

6. Park Ranger Introduction - Matt Bowen

Parks, Recreation, Open Space and Events Park Ranger Matt Bowen introduced himself to the commission, described his day-to-day operations. He explained that he prioritizes the busiest parks to educate the public on rules and proper park etiquette. Some of the most common issues include dogs on fields, intoxicated people, and camping. Mr. Bowen explained that his job is to oversee all PROSE property, including Open Space and Flagstaff Urban Trails. His typical schedule is Friday through Tuesday during the summer and Monday through Friday in the winter. Mr. Bowen added that he will be working with the police department more in the future.

7. Recommended code changes to incorporate open spaces into the BBB Recreation tax allocation

Parks, Recreation, Open Space and Events Director Rebecca Sayers gave a presentation on the Bed Board and Booze Code change recommendations. Ms. Sayers noted that she will be giving this presentation at the next Open Space Commission meeting, make any edits based on feedback, and then it will go to City Council for discussion. She explained the history surrounding the proposed code change and emphasized the need to make these changes in order to provide the Open Space Section with a larger budget to support their work. Now that Open Space is within the PROSE division, it makes sense for it to be included in the "parks and recreation" definition for use of BBB-Recreation funds. Some of the proposed code changes included clerical changes to terminology, removing outdated plans, and adding language to incorporate Open Space and the Open Spaces Commission.

8. Bushmaster Park Sport Court Update

Assistant Parks and Recreation Director Amy Hagin give an update on the Bushmaster Park sport court project. Ms. Hagin reported that the construction drawings are about 95% complete. They will be submitting those plans for demolition and construction, obtaining the final costs from the contractor, and are hopeful to begin demolition and construction by mid-May. Hagin explained some subtle changes to the landscaping, courts, details about the lighting fixtures, and demolition logistics. Hagin explained that the basketball courts will be closer to the ramada with dual striping and that if users want to play pickleball on them, they will need to apply for a permit.

9. Thorpe Park and Future Indigenous Community Cultural Center (ICCC)

Ms. Hagin reported that PROSE has \$100,000 for remediation and mitigation on site. Recently, the perimeter fence was removed. Currently, checks are being conducted to the plumbing and a facility assessment will be done to the building on site. This is estimated to cost \$10,000. Will need to relocate the IT infrastructure which is estimated at \$15,000 to \$60,000. Staff are working with Procurement on a Request for Proposal (RFP) for interested organizations. Next fiscal year PROSE will have \$200,000 will go to more mitigation efforts or seed efforts. They will need to have the results of the RFP and identified invested partner. PROSE has five million dollars in the ten year BBB-Rec funds that start to accumulate in FY31 to work on the development of this project. There was some discussion on the procurement and the requested proposal process for the ICCC.

10. City Council Liaison Report - Councilmember Deborah Harris

Councilmember Deborah Harris reported some information about current Water Rate Study and the importance of learning more about this issue.

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

The monthly report contained information about recent recreation programs, trail count data, and upcoming events.

12. Informational items to and from Commissioners and Staff

There was discussion among the commissioners about therapeutic recreation programs for rehabilitation. Chair Parsons recently attended a focus group of commissioners from the Commission on Adaptive and Inclusive Living, the Commission on Diversity Awareness, and Parks and Recreation Commission to explore opportunities for Flagstaff. Commissioner Heath, who has work experience in this area, elaborated about therapeutic recreation and access to programming.

13. Agenda Items for next meeting

- Westside Park Update
- How to request a permit.
- Events and Marketing Updates.
- Any updates regarding the draft BBB code changes.
- Playground Updates (June or July)

14. Adjournment

5:45pm Adjournment



Parks & Recreation

6.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 05/20/2024

SUBJECT: Events and Marketing Updates

STAFF RECOMMENDED ACTION:

Informational

Executive Summary:

Events and Marketing will provide an update as the community heads into summer 2024



Parks & Recreation

7.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 05/20/2024

SUBJECT: Update on Design and Construction

STAFF RECOMMENDED ACTION:

Informational

Executive Summary:

Informational



Parks & Recreation

8.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 05/20/2024

SUBJECT: West Side Park Update

STAFF RECOMMENDED ACTION:

Informational

Executive Summary:

Informational



Parks & Recreation

10. A.

From: Cathy Guetschow, Administrative Specialist

DATE: 05/20/2024

SUBJECT: PROSE Monthly Report - April 2024

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Monthly Report for April 2024

PROSE

PARKS, RECREATION, OPEN SPACE, AND EVENTS

April 2024

It's official! PROSE has a new mission statement and vision, along with values to keep the Division rolling in a strategic motion. Through facilitation with Lancaster Leadership from the one and only Julie Lancaster, the Division's full-time staff created, cultivated and collaborated to create the guiding statements in April.

Mission statement:

Connecting our community through people, parks, natural areas, and programs.

Vision statement:

Creating unique experiences and places to play.

Values:

Community enrichment

Conservation

All Inclusive

Authenticity



Above: Staff attending mission/vision/values training



Above: Trail Count graph

Spring is here, and the Parks turf maintenance operation is in full swing!

This team is responsible for turf maintenance operations throughout all parks. Staff responsibilities include dethatching, aeration, fertilization, overseeding, and topdressing of turf, as well as weekly mowing of all athletic fields. These efforts enable us to provide exceptional grassy play areas to all park and athletic group users.

Right: Staff performing turf maintenance



Did you know? Parks staff has a number of certifications required to effectively and efficiently maintain park grounds.

Number of Certified Staff



**THE FLAGSTAFF
AQUAPLEX**

**AQUAPLEX
FACILITY
CLOSURE**

May 5th - 12th

Please be aware that the entire facility will be closed for annual maintenance and cleaning during this time. We appreciate your understanding.

CITY OF FLAGSTAFF
PROSE

**JAY LIVELY
FACILITY
CLOSURE**

May 6th - 31st

Please be aware that the entire facility will be closed for annual maintenance and cleaning during this time. We appreciate your understanding.

CITY OF FLAGSTAFF
PROSE

Above: upcoming recreation facility closures for annual maintenance

Welcome back Mark Yarnall! Mark started employment with the city in January 2022 for PROSE at the Aquaplex, then spent some time at City Hall with Customer Service, as well as Planning & Development. Mark has rejoined the PROSE team as the Recreation Coordinator at Joe C. Montoya Community & Senior Center.

Mark earned a bachelor's degree in Recreation Management from Eastern Washington University and between working with City of Scottsdale, Coconino County, City of Flagstaff, and the private sector, he brings 8+ years of recreation and hospitality experience.

In his free time Mark enjoys cycling and staying healthy in order to keep up with his 3.5-year-old toddler and 8-month-old baby.

We are excited to have Mark back in the PROSE family and believe he will have an immediate impact at the Joe C. Montoya Community and Senior Center.



Above: Mark Yarnall



The Daddy Daughter Ball was a success! Sixty-five participants took to the dance floor to boogie. Dads and daughters enjoyed dinner, crafts, photos, and dancing, in celebration the return of this event post-pandemic.

Left: Daddy Daughter ball attendees

Open Space held a volunteer appreciation event on April 10, 2024. The dedication and commitment of these volunteers is truly remarkable and deserving of recognition. Their tireless efforts have created a meaningful on-site presence across Open Space properties and play a crucial role in promoting ethical use through education. So far in FY 2023-2024 volunteers have donated 1,400 hours, demonstrating their unwavering passion for conservation and community stewardship. Their dedication is the cornerstone of our success, and we extend our heartfelt appreciation for their ongoing support.



Above: volunteer appreciation group photo



Above: students digging in soil

In preparation for a field trip to Picture Canyon, Open Space staff did an in-class lesson at Cromer Elementary School about the Rio de Flag at Picture Canyon. They brought bins of soil/sand and had the students dig a straightaway, like the one coming from the Wildcat Wastewater Treatment Plant, to see how the water flowed, what erosion occurred, and what "plants" were washed away. Then, they dug a meandering stream like the one dug by Natural Channel Design at Picture Canyon, to see how the water flowed differently.

Right: students on a field trip at Picture Canyon



CONCERTS IN THE PARK

**Wednesday nights in June & July
5:30 pm - 7:30 pm**

JUNE

6/5 Tommy Dukes
Jim Cullen Park

6/12 Dennis Herrera Band
Bushmaster Park

6/19 Cameron Jameson
Cheshire Park

6/26 The Flag 5 Band
Duck Pond Field

JULY

7/3 Arizona Hired Guns
Peaks View County Park

7/10 Big Daddy D and the Dynamites
Mobile Haven Park

7/17 Optimal Delusion
Raymond County Park

7/24 The Carbonics
Bushmaster Park

7/31 Ace Slim
Jim Cullen Park

Events and Marketing completed 17 marketing requests and continues to drive efforts in promoting PROSE offerings through various marketing channels and media platforms.

Upcoming
programming
for May

Hal Jensen Recreation Center

Night Court

Play 5 on 5 basketball after hours
at Hal Jensen Rec Center
Grades 6th - 12th

9PM - 11PM

Every second Friday
April - October

Flagstaff Aquaplex

WILD WEST POOL PARTY

Saturday, May 18th
11:00am - 3:00pm

Wednesday Weed Pulls

Picture Canyon
Natural and Cultural Preserve

May 22 7:00 am - 10:00 am	July 3 7:00 am - 10:00 am
June 5 5:00 pm - 7:30 pm	July 17 7:00 am - 10:00 am
June 19 5:00 pm - 7:30 pm	July 31 7:00 am - 10:00 am

Hal Jensen Recreation Center

ADULT PICK-UP BASKETBALL

Every Tuesday
5pm - 7pm

Ages 18+

