

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
JUNE 17, 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 Sports courts at Bushmaster Park 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 - May 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 June 13, 2024, 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 13th day of June 2024.

Cynthia Burmeister

Cynthia Burmeister, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Cynthia Burmeister (cynthia.burmeister@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: 06/17/2024

SUBJECT: Approval of April 15, 2024 Minutes

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

April 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: Cathy Guetschow, Administrative Specialist

DATE: 06/17/2024

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

Attachments

Events and Marketing Updates



EVENTS & MARKETING UPDATES

WHAT WE DO

- permit 1,500 events annually
- plan and coordinate City of Flagstaff signature events
- marketing for the division

APPLICATION

- fully online using OnBase
- faster response time
- easier internal communication



EVENT LEVELS

A

- sale of alcohol
- street closure
- 50 day submission deadline

Examples

Hullabaloo
Flagstaff Community
Market
4th of July Parade

B

- multi day event
- entry fee
- vendors with sales
- 30 day submission deadline

Examples

Urban Flea Market
Movies on the Square
Doggie Dash 5k

C

- minimal set-up
- amplified noise
- public invite
- 14 day submission deadline

Examples

Tabling in Heritage
Square
Family Reunion
Protests

UPCOMING PROSE PROGRAMMING

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

CITY OF FLAGSTAFF



PROSE
PARKS, RECREATION,
OPEN SPACE & EVENTS



CONCERTS IN THE PARK

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

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

Flagstaff Aquaplex

SWIMMING LESSONS

**\$40/ child
per session**



Session Dates:

June 3rd - June 13th
June 17th - June 27th
July 8th - July 18th
July 22nd - August 1st

Times:

9:45am - 10:15am
10:30am - 11:00am
11:15am - 11:45am

Sign up on WebTrac

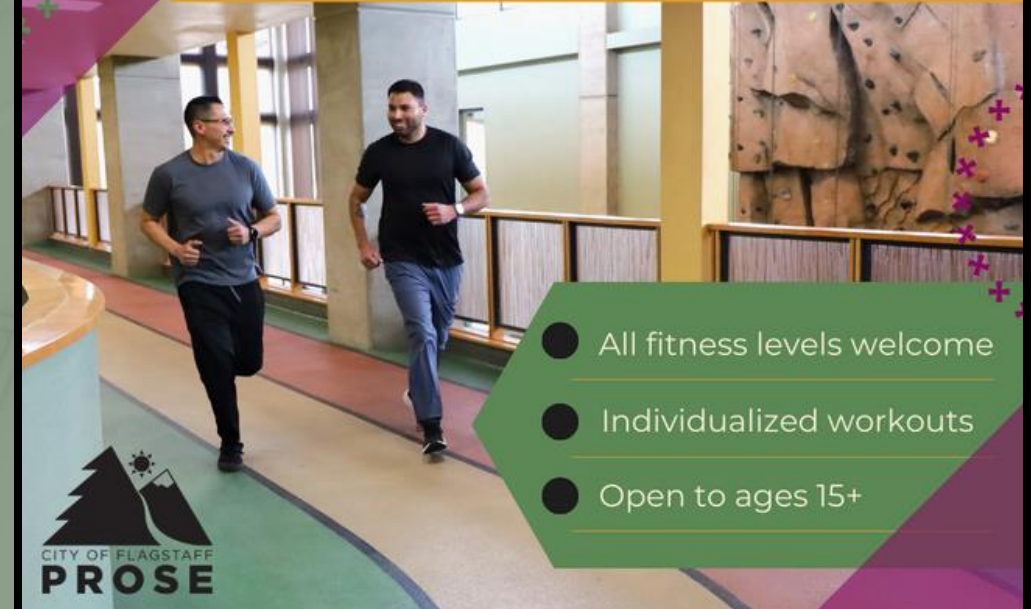
Swim School
Ages 3 years and up

Star Babies / Star Tots
Ages 6 months -
3.5 years

Flagstaff Aquaplex

PERSONAL TRAINING

**Now offering personal training to help
you achieve your fitness goals!**



- All fitness levels welcome
- Individualized workouts
- Open to ages 15+



Flagstaff Aquaplex

LEARN TO ROCK CLIMB

Ages 6-14

Tuesday

5:30pm - 7:30pm



Flagstaff Aquaplex

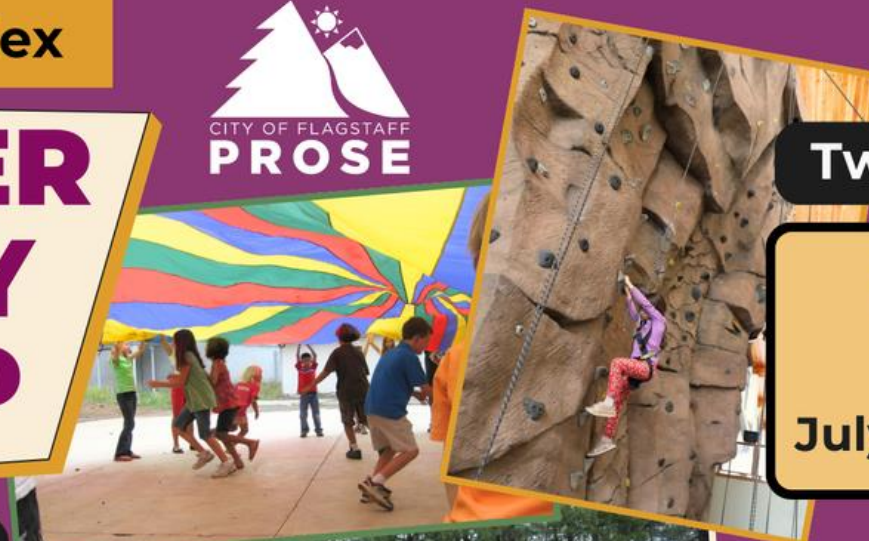
SUMMER DAY CAMP

Ages: 6-11 Years

Monday - Friday

7:30am - 6:00pm

928-213-2300



Two-Week Sessions

June 17th - 28th
July 8th - 19th
July 22nd - August 2nd

Member Price:

\$250

Non-Member Price:

\$300



**Register on
WebTrac**



Invasive Plant Workshops & Volunteer Weed Pulls

Workshops:

6/11 6:00-8:00pm Introduction
to Invasive Weeds
at Foxglenn Park Ramada
7/12 5:30-7:30pm Best
Practices for Removal
at Sinclair Wash (Lone Tree Rd
& Brannen Cir)

Weed Pulls:

6/26 7:00-9:00am Flagstaff
Aquaplex/Industrial Drive
7/25 7:00-10:00am Frances
Short Pond/Aztec Ave
8/20 7:00-10:00am Jay Lively
Activity Center/Turquoise Ave

Please RSVP
using this
QR Code:



Join Open Space for June's



FULL MOON BIKE RIDE



Trail Head:

Buffalo Park

to ride Nate Avery loop & McMillan Mesa loop

Friday, June 21st
7:30 - 8:45pm



Hal Jensen Recreation Center

JUNETEENTH BLOOD DRIVE

in partnership with

vitalant.

Blood Donation

Monday,
June 17th

12:00pm - 5:00pm

Hal Jensen Rec Center
(2403 N Izabel St)



Hal Jensen Recreation Center

SUMMER ACTIVITIES

June 3rd - August 5th

Monday-Friday

Our doors are open

10:00am - 7:00pm

Enjoy one of our planned activities, shoot some hoops,
workout in our fitness room, or just hang out!



Wednesday

Arts and Crafts
1:00pm

Let's get the art supplies out
and create some art and craft
something cool!



Thursday

Game Day

3:00 PM

Get your running shoes on
and let's play some games!



Friday

Cooking Class

1:00 PM

Mix it up in the kitchen and learn to
cook something new each week!



Visit
Our
Website



JAY LIVELY ACTIVITY CENTER

MOUNTAIN MASH UP

HOCKEY TOURNAMENT
JULY 26-28

\$150 PER PLAYER

DRAFT EVENING OF JULY 26
Draft style tournament | Unique jerseys included | 4 games guaranteed
Meet new people and have fun!

Registration based on skill level (Ages 18+)
All skill levels welcome

REGISTRATION DEADLINE
JUNE 25TH

CITY OF FLAGSTAFF
PROSE
PARKS, RECREATION,
OPEN SPACE & EVENTS

City of Flagstaff Recreation

SUMMER SPORTS CAMP

July 15 - 19



Play and practice new sports each day!

Kids Ages 9-14

\$75 Registration

8:00am - 3:30pm

Thorpe Softball Complex

Register on WebTrac

CITY OF FLAGSTAFF
PROSE
PARKS, RECREATION,
OPEN SPACE & EVENTS

Hal Jensen Recreation Center

TOUCH A TRUCK



Explore cool trucks, learn about what they do and enjoy food from local FOOD TRUCKS

JULY 13, 2024
8:00am-12:00pm

COCONINO HIGH SCHOOL
SOUTH PARKING LOT

CITY OF FLAGSTAFF
PROSE
PARKS, RECREATION,
OPEN SPACE & EVENTS

Hal Jensen Recreation Center
Parks and Recreation Month Event

HAL JENSEN OPEN HOUSE

SATURDAY, JULY 13, 2024
(in conjunction with Touch A Truck)
8:00AM-12:00PM



Come learn about Hal Jensen Recreation Center programs, check out the center, and meet our staff!

2403 N. IZABEL ST.
Flagstaff, AZ 86004

CITY OF FLAGSTAFF
PROSE
PARKS, RECREATION,
OPEN SPACE & EVENTS



Parks & Recreation

7.

From: Cathy Guetschow, Administrative Specialist

DATE: 06/17/2024

SUBJECT: Update on Sportscourts at Bushmaster Park Design and Construction

STAFF RECOMMENDED ACTION:

(Informational)

Executive Summary:

Informational



Parks & Recreation

8.

From: Cathy Guetschow, Administrative Specialist

DATE: 06/17/2024

SUBJECT: West Side Park Update

STAFF RECOMMENDED ACTION:

(Informational)

Executive Summary:

Informational



Parks & Recreation

10. a.

From: Cathy Guetschow, Administrative Specialist

DATE: 06/17/2024

SUBJECT: PROSE Monthly Report - May 2024

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Monthly Report - May 2024



PARKS, RECREATION, OPEN SPACE, AND EVENTS

MAY 2024 NEWSLETTER



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

Aquaplex & Jay Lively Cleaning and Maintenance

The Aquaplex is open again after completing several facility projects during the annual cleaning and maintenance closure. Jay Lively Activity Center continues work on large scale projects to reopen soon.



Spring Events are Here!

Event season is upon us as our parks and public spaces continue to be utilized daily for events large and small while our recreation centers offer a variety of enriching opportunities for the public.



West Flagstaff Little League
Field looking well-groomed and
ready for the season



PARKS

Playground Safety Training

Parks staff attended a Playground Safety Training taught by Parks Supervisor Lynold Herder, and Parks Technician Daniel White. The training reviewed how to inspect playgrounds for safety including elements of hazard identification, surfacing requirements, and risk management.



Examples of old
playground hardware



Daniel pointing to some slides

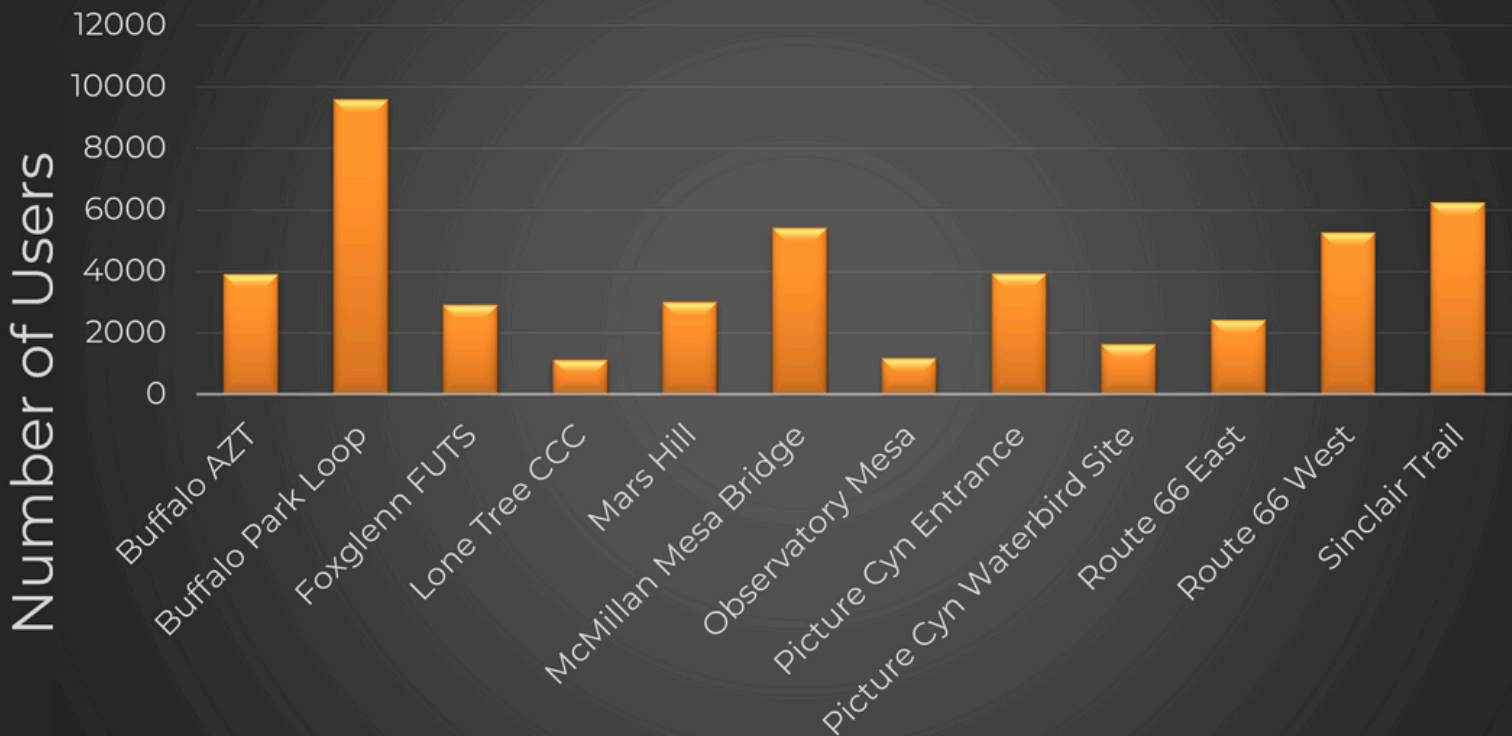


Fresh cut grass at W Flag Little League Field

Irrigation Improvements

After an energy audit was performed in partnership with the Sustainability section, Parks' smart irrigation systems were upgraded with new flow sensors and master valves. This improvement will help save water by automatically detecting breaks and offering a quick way to stop the flow, minimizing wasted water.

April 2024 FUTS Trail Counts



Jay Livley staff photo in the iceless rink



RECREATION

Jay Lively Activity Center

Cleaning and Maintenance Closure

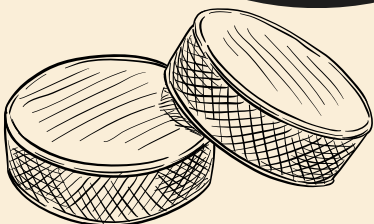
Jay Lively staff have been working hard during the cleaning and maintenance closure. With the help of Facility Services, Parks, and some contract work, the center has been able to break ground on some much-needed maintenance and cleaning projects. Staff continue working diligently to complete these projects before the target re-opening date of June 1st.

Some work completed/in progress:

- New rubber flooring installed in previously hazardous areas
- Ice from rink completely removed and soon to be replaced
- Cracking in ice rink concrete inspected with cracks and other exposed areas throughout the surface filled with epoxy
- Ice rink surface, markings, lines and new logo repainting/installation
- Chiller lines exposed to inspect ice buildup around pipes (solution to the problem has yet to be determined and solved)
- Deep cleaning of the entire facility, sanding and staining all benches, paint touch ups, scrubbing dasher boards etc.

Chillin' in the Pines Hockey Tournament Success

Chillin' in the Pines Hockey Tournament had another successful outing this year with ten teams participating in the B & C divisions and twelve teams participating in the D division.



Skate shredding the ice

Chunks of ice ready for removal



Trenching outside the building



Staff pulling up the lines under the ice.



Sidewalk chalk art in front of Hal Jensen



RECREATION

Hal Jensen Recreation Center

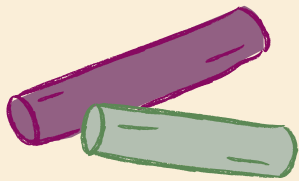
Hal Jensen Chalk Your Walk Event

In partnership with ARTx, Hal Jensen hosted Chalk Your Walk, where artist Chas Frisco led community members in creating art with chalk on the sidewalk in front of the Center. The event was greatly appreciated by all ages and saw over 30 participants.

Artist Chas Frisco creating word art



Event participants creating chalk art



NACA Garden Blessing

Native Americans for Community Action (NACA) hosted a Garden Blessing event to commence the growing season at the Community Garden plots.



Garden growth from last season

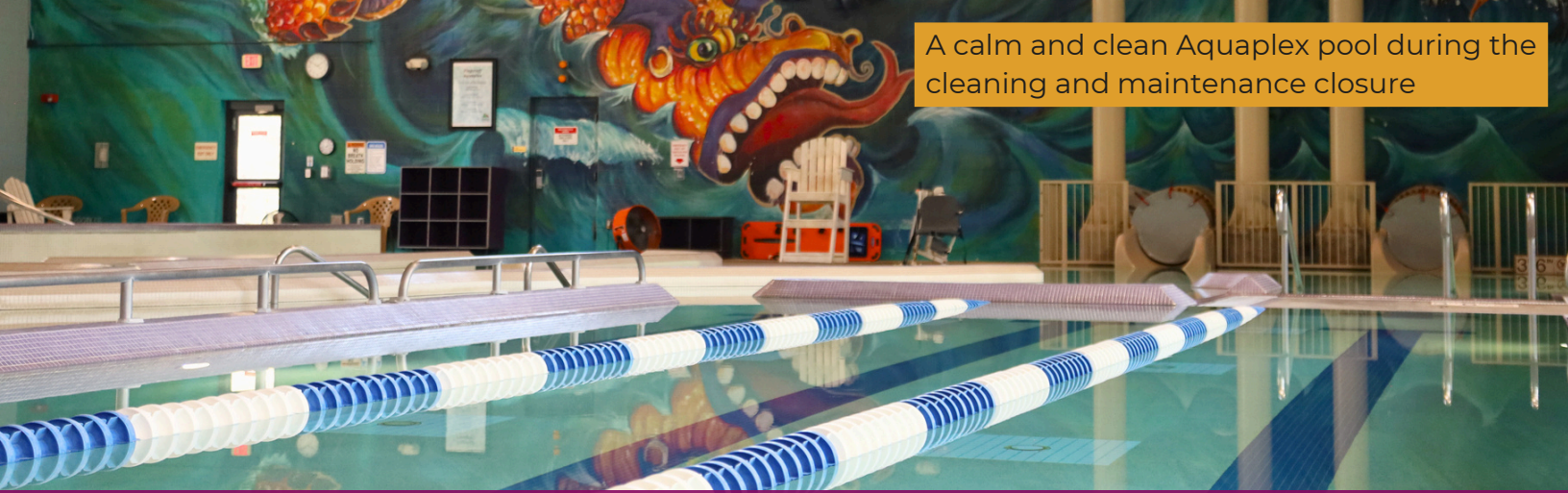
Night Court

Night Court continues to grow in popularity, offering an opportunity for youth to practice their basketball skills in a fun late night setting.



Night Court action





A calm and clean Aquaplex pool during the cleaning and maintenance closure

RECREATION

Aquaplex & Joe C Montoya Community and Senior Center

Aquaplex Cleaning & Maintenance Closure Complete

The Aquaplex utilized staff as well as contracted help to make diligent use of the annual cleaning and maintenance closure.

Completed cleaning and maintenance:

- New slip-resistant flooring installed in the Party Room
- Carpet in the Fitness Floor replaced with rubber flooring to match other areas
- Deep cleaning of the gym floor, track, carpets
- Stripped and waxed kitchen, community room, and movement studio floors
- Pool drained and refilled with fresh water and areas deep cleaned
- New slide pad installed
- Deep cleaning of all other areas and organization of front desk operations materials



Members of the public enjoying open swim after the re-opening

Wild West Pool Party

The Aquaplex hosted a wild west themed pool party which saw over 80 attendees. Participants received a bandana, cowboy hat, snap bracelets, and snacks. The party room and pool area were decorated and games such as horseshoes and pin the tail on the donkey were set up while country music played.



Decorations and games at the Pool Party

Tai Chi at Joe C. Montoya Community & Senior Center

Tai Chi classes have been well attended and growing rapidly. Plans for expanding this program to meet the popularity are in the works!



OPEN SPACE



Watercolor painting of Elden by an event participant

Event participant painting a nature scene

Plein Air in Open Space Event

Open Space hosted two Plein Air events in conjunction with ARTx. Each event featured a participating artist and offered an opportunity to create a painting or drawing while immersed in nature.



Event participant and their watercolor painting



Public Outreach and Education

Open Space has been reaching the public through participating in several events this month, including the STEM City Festival at Fort Tuthill and Earth Day at Bushmaster Park. Staff and volunteers offered hands-on educational activities and information about Open Space properties and programs.



Booth at STEM City Festival

Booth at Earth Day

School Field Trips

School field trips to Open Space have been in full swing! This month, students from Killip & Cromer Elementary visited Picture Canyon to learn about the watershed and do some

hands-on restoration and trail service projects in partnership with the Arizona Trail Association Seeds of Stewardship Program.



Students on a field trip at Picture Canyon

EVENTS & MARKETING



Event Season Begins!

The Events and Marketing team helped permit over thirty events that took place in our parks or public spaces this month. They also completed twenty-five internal marketing requests and continue working creatively to spread the word about upcoming events and programs.

Some upcoming events and programs

Flagstaff Aquaplex

SUMMER DAY CAMP

Two-Week Sessions

June 17th - 28th
July 8th - 19th
July 22nd - August 2nd

Ages: 6-11 Years

Monday - Friday

7:30am - 6:00pm

928-213-2300

Member Price: \$250

Non-Member Price: \$300

Click to register on WebTrac

Flagstaff Aquaplex

LEARN TO ROCK CLIMB

Ages 6-14

Tuesdays

5:30pm - 7:30pm

CITY OF FLAGSTAFF PROSE

Hal Jensen Recreation Center

JUNETEENTH BLOOD DRIVE

in partnership with **vitalant** Blood Donation

Monday, June 17th

12:00pm - 5:00pm

Hal Jensen Rec Center
(2403 N Izabel St)

CITY OF FLAGSTAFF PROSE

CONCERTS IN THE PARK

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

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6/5 Tommy Dukes
Jim Cullen Park

6/12 Dennis Herrera Band
Bushmaster Park

6/19 Cameron Jameson
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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

Join Open Space for June's

FULL MOON BIKE RIDE

Trail Head:
Buffalo Park
to ride Nate Avery loop & McMillan Mesa loop

Friday, June 21st
7:30 - 8:45pm

CITY OF FLAGSTAFF PROSE

Introduction to Invasive Weeds Workshop

Learn how to identify invasive plants. Bring your weeds to the experts! This workshop is in partnership with the **Climate Resilience Project**.

Tuesday, June 11th
6:00-8:00pm
Foxglenn Park Ramada

CITY OF FLAGSTAFF PROSE

Climate Sustainability Office

Volunteer Weed Pull

Pull weeds at the Flagstaff Aquaplex and along Industrial Drive. Wear long pants and long sleeves. Bring water, sun protection and gloves if you have them (there will be extra to borrow). All other materials and tools will be provided.

Wednesday, June 26th
7:00-9:00am
Flagstaff Aquaplex

CITY OF FLAGSTAFF PROSE

Climate Sustainability Office