

NOTICE AND AGENDA

**PARKS AND RECREATION COMMISSION  
MONDAY  
JULY 15, 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 June 17, 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. **July is Parks and Recreation Month**  
Informational only
7. **Foxglenn Park Basketball Courts Maintenance Discussion**  
Discussion
8. **Cleo Murdoch Neighborhood Park Construction Status**  
Informational only
9. **Fiscal Year 2024/2025 Capital Projects**  
Informational only
10. **Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events**
  - a. PROSE - June Monthly Newsletter
11. **City Council Liaison Report - Councilmember Deborah Harris**
12. **Informational items to and from Commissioners and Staff**

13. **Agenda Items for next meeting**

14. **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 July 10, 2024, at 1:00 p.m. This notice has been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this 10th day of July, 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](mailto: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:** Cynthia Burmeister, PROSE Administrative Specialist

**DATE:** 07/15/2024

**SUBJECT:** Approval of June 17, 2024 Minutes

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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**Attachments**

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Meeting Minutes

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# Parks and Recreation Commission Meeting Minutes – June 17, 2024

## 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.*

Stephen Parsons (Chair) – Present

Austin Kerr (Vice Chair) – Present

Sandy Heath – Absent

Autumn Layden – Present

Ryan Martin – Absent

Micah Smith - Absent

Josh Stackhouse – Present

Councilmember Deborah Harris – Absent

### 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 Manager)

Gino Leoni (Parks Manager)

Tyrone Johnson (Recreation Manager)

Cynthia Burmeister (Administrative Specialist)

Keith Chamberlain (Resident)

## 3. Land Acknowledgement

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## 4. Approval of Minutes

The approval of the April 15, 2024, minutes were approved by a motion from Commissioner Stackhouse made the motion to approve the minutes from the April 15, 2024, meeting. Commissioner Kerr seconded the motion. All were in favor.

## 5. Public Comment

Keith Chamberlain addressed the board regarding improvement and repair requests for the basketball courts at Foxglenn Park.

## 6. Events and Marketing Updates

## Parks and Recreation Commission Meeting Minutes – June 17, 2024

Events and Marketing Manager Haley Reynolds presented an update on the online application and permitting process for city events. There are 1500 events annually and the online application process allows for quicker response time and better communication. Haley discussed the three levels/types of events. Swim lesson registration is now open, and the summer day camp registration is open with the ability to register one week at a time. Personal training is also offered at the Aquaplex. Haley discussed permitting for protests and that we do not advertise any protests.

### **7. Update of Sportscourts at Bushmaster Park Design and Construction**

Amy Hagin (Assistant Parks and Recreation Director) gave an update on Sportscourts at Bushmaster Park. The design drawings are now complete. Submitting for construction permits is the next step in the process. There have been changes to the pricing for this project with the current contractor. PROSE has decided to pause this project and go out for bids to be fiscally responsible. Amy said that the invitation to bid might happen this November/ December and hopefully be presented to Council around February of 2025 with a project start date of possibly April of 2025. Amy discussed the pickleball courts being advertised and set to open. Amy stated that the Sportscourts would be designed in a terrace fashion as an alternate to the current design as is a value engineering opportunity.

### **8. West Side Park Update**

Amy Hagin stated that the design consultant and community outreach consultant are onboard. The first item to accomplish would be to gain an easement access to the park itself. The HOA approved the ability for the city to receive an access easement in late May, so now the consultants are working on creating that access easement as part of a recent Pre-Application Meeting with Community Development. The next step will also be the community outreach performed by the consultant.

### **9. City Council Liaison Report**

Councilmember Deborah Harris was absent for this meeting.

### **10. Reports – Monthly highlights of Parks and Recreation, Open Space, and events.**

#### **a. PROSE Monthly Report – May 2024**

There were no comments from the board.

### **11. Informational Items to and from Commissioners and Staff**

Commissioner Parsons addressed the attendance requirements for the Board and asked that all Commissioners refer to the Commissioners handbook regarding regular attendance. Commissioner Parsons asked that commissioners let the Parks and Recreation staff know as soon as possible if they will not be able to attend a meeting and to also consider their position on the board if commission meeting attendance is an issue.

Rebecca Sayers (Parks, Recreation, Open Space and Events Division Director) introduced the new PROSE administrative specialist, Cynthia Burmeister.

### **12. Agenda Items for next meeting**

Regional Plan updates

## Parks and Recreation Commission Meeting Minutes – June 17, 2024

Westside Park Timeline

July is Parks and Recreation Month

Cheshire Park Expansion

Upcoming calendar of events

June 25, 2024, PROSE Proclamation

Jay Lively ice removal/annual maintenance

Fox Glenn basketball courts

Status on the Indigenous Community Center

Commissioner Parsons adjourned the meeting at 4:55 pm.



**Parks & Recreation**

6.

**From:** Amy Hagin, Assistant Parks and Recreation Director

**DATE:** 07/15/2024

**SUBJECT:** July is Parks and Recreation Month

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**STAFF RECOMMENDED ACTION:**

Informational only

**Executive Summary:**

Informational regarding the open houses and events occurring during the month

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**Parks & Recreation**

7.

**From:** Amy Hagin, Assistant Parks and Recreation Director

**DATE:** 07/15/2024

**SUBJECT:** Foxglenn Park Basketball Courts Maintenance Discussion

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**STAFF RECOMMENDED ACTION:**

Discussion

**Executive Summary:**

Staff will share photos, maps and expectations on maintenance.

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**Parks & Recreation**

8.

**From:** Amy Hagin, Assistant Parks and Recreation Director

**DATE:** 07/15/2024

**SUBJECT:** Cleo Murdoch Neighborhood Park Construction Status

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**STAFF RECOMMENDED ACTION:**

Informational only

**Executive Summary:**

Status update as the project has begun

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**Parks & Recreation**

9.

**From:** Amy Hagin, Assistant Parks and Recreation Director

**DATE:** 07/15/2024

**SUBJECT:** Fiscal Year 2024/2025 Capital Projects

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**STAFF RECOMMENDED ACTION:**

Informational only

**Executive Summary:**

Discussion and recap of the upcoming capital projects

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**Parks & Recreation**

10. a.

**From:** Cynthia Burmeister, PROSE Administrative Specialist

**DATE:** 07/15/2024

**SUBJECT:** PROSE - June Monthly Newsletter

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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**Attachments**

PROSE June Newsletter

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# PARKS, RECREATION, OPEN SPACE, AND EVENTS

JUNE 2024 NEWSLETTER



Photos from AZ Daily Sun of the Pride in the Pines Event at Thorpe Park

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

## **A Surprise Appearance at Pride in the Pines!**

Pivot. That was a keyword for Events and Parks in mid-June, when an unexpected phone call arrived from those serving and protecting the current Federal administration. The team was informed of a special visitor and fastidiously collaborated with the Police Department, Emergency Management and a local event producer to make the necessary changes to an approved special event site plan, logistics and safety for the First Lady of the United States. The visit to the Pride in the Pines festival on June 15th, 2024, was one to remember with a highlight as to how the team works together to make great things happen.

## **Welcome Cynthia Burmeister new Administrative Specialist!**

Cynthia Burmeister joins PROSE from many of years of municipal work with the City of Glendale before making the adventure to the north. We are lucky to have connected with Cynthia, as she works alongside Cathy Guetschow to keep all of us PROSE in-line!



High school kids playing Spike Ball on the lush green grass at Jim Cullen Memorial Park



# PARKS

## Parks Staff Progression & Promotion

Parks Technician, Tobin Nidever, received his Pesticide Applicator License, which will become very useful in the coming months.

Congratulations to Brett Newcomer, who has accepted a promotion from Parks Maintenance Worker to Parks Technician! Brett has been an incredible coworker from his first day less than one-year ago, and we are happy to see his well-deserved promotion.



Tobin and his tractor

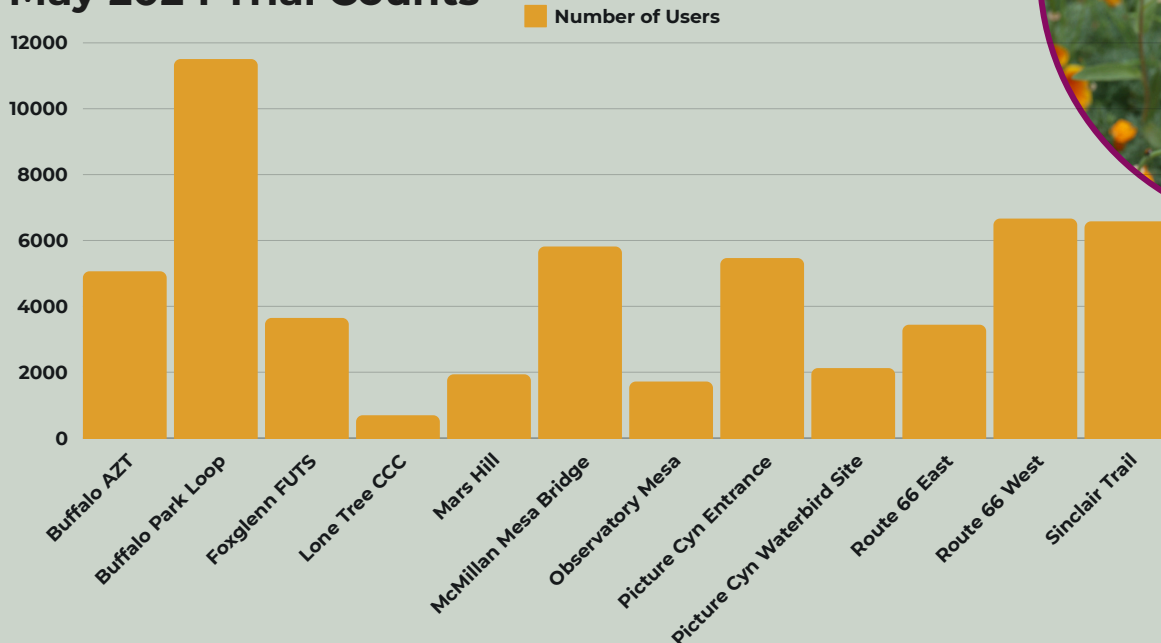
Parks Shop Pollinator Garden

## Tough Times for Turf

June brought forward specific challenges to turf maintenance. "Turf" refers to the type of green space in our parks that varies from well-groomed athletic fields to grassy areas for enjoying in a variety of ways. During some of the longest and hottest days of the year, consistent watering and maintenance is crucial. Unexpected complications with the irrigation system and a water line break called for quick innovation.

New blooms symbolizing Brett's growth into a new role

## May 2024 Trial Counts



The Parks team rose to the challenge with help from the Flagstaff Sustainability Office and Water Services to get water back on the grass and revive the previously yellowing grass to a lush green state.

A clean and calm Jay Lively after the cleaning and maintenance closure



# RECREATION

## Jay Lively Activity Center

## Joe C Montoya Community & Senior Center

### Fresh New Ice at Jay Lively!

Jay Lively opened to the public right on schedule on June 1st after completing many large projects during the annual cleaning and maintenance closure. The center now has fresh ice to skate with new markings and logos. Staff helped build the ice back up to the appropriate depth.

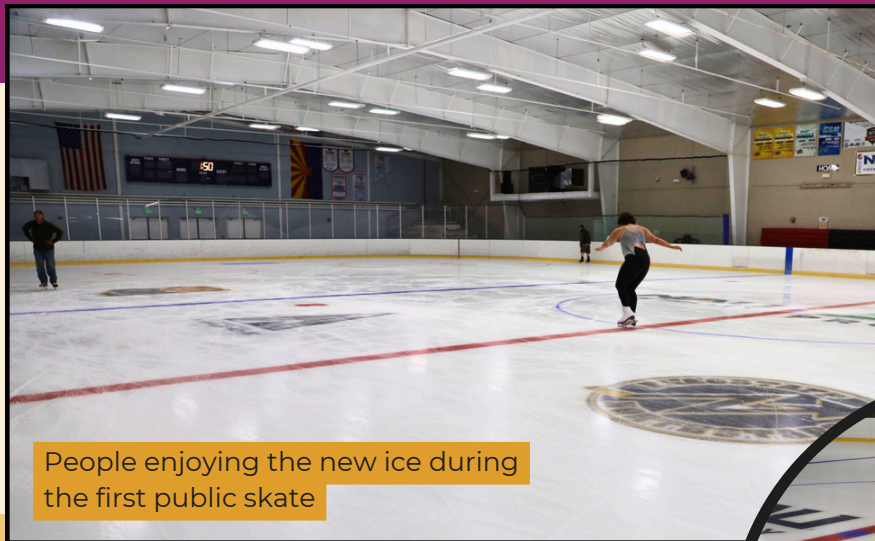
Regular patrons took notice of the work that was completed and were appreciative and excited to be back in the center.

### Summer Hockey League Games

Summer Hockey League is in action. Adult B and Adult D leagues played their first games on June 9th with more to come!



New PROSE Logo installed



People enjoying the new ice during the first public skate

### Bridge Club is Back at Joe C. Montoya!

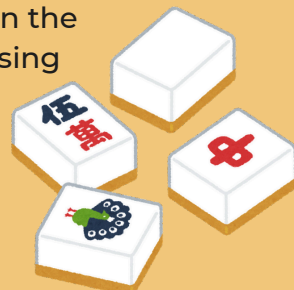
Bridge Club is back after a seasonal break and is just as popular as ever with 30 participants for the first session!



MahJong Club meet-up

### MahJong Club at Joe C. Montoya

A new MahJong Club has been introduced that meets Tuesday mornings and Tuesday evenings. The first meet up had six participants and fourteen in the evening. Attendance has been increasing throughout the month and another session is being considered to meet the demand.



Field trip at Picture Canyon



# RECREATION

## Hal Jensen Recreation Center

Field trip at the Wildcat Water Treatment Plant



### Summer Programs and Field Trips

Summer programs and field trips have been running strong with consistent participation especially in the weekly field trips. Field trips have been both fun and educational, including a trip to Picture Canyon with the Open Space Educator to learn about the natural environment, a trip to the NAU Imaging Lab to take a look at bugs up-close, the Wildcat Water Treatment plant, as well as just plain fun trips to Harkins Theater, Levitate Adventure Park and a picnic at Frances Short Pond.



Field trip at Levitate



New Little Library

### New 'Little Libraries' Addition

The Coordinator of Northern Arizona Distance Learning received a grant to place "Little Libraries" in various spaces in town and Hal Jensen Recreation Center was a chosen location!

Touching a bug



Photo of a ladybug taken during the field trip



Field trip at the NAU Insect Imaging Lab



# RECREATION

## Aquaplex

### Swim Lesson Success

Group swim lessons have been very successful so far. Over one hundred youth have enrolled in swim lessons in June and lessons will continue through July and beginning of August.



Parent and child swimming

### Learn to Rock Climb Youth Class

The new Tuesday evening Learn to Climb Youth Class has started to gain traction among the community. Participation is increasing every week with new and returning kids. High Country Adaptive Sports has plans to host a series of climbing sessions for children with cognitive, intellectual, or developmental disabilities in June and July.



Kids rock climbing at the Aquaplex rock wall



Kids doing yoga

### Kids Squared

PROSE participated in 'Kids Squared' at Heritage Square and engaged with approximately sixty kids! This event is organized by the Downtown Business Alliance to offer stimulating activities for

kids throughout the summer and partners with different organizations to host activities. The Aquaplex, Hal Jensen, and Open Space each provided games and activities and used this as an opportunity to spread the word about upcoming events and programs offered.



Kids playing bean toss

# OPEN SPACE



Participants attending the Introduction to Invasive Plants Workshop

Partners from Sustainability



A bundle of knap weed at the Aquaplex volunteer weed pull

## Invasive Plant Workshops and Volunteer Events

Open Space is partnering with the Sustainability Community Stewards Program to host a series of workshops and volunteer events about invasive plants throughout the summer. The first workshop, "Intro to Invasive Plants" was a success with twenty-five in attendance.

Open Space hosted seven volunteer work events in June and saw fifty-six volunteers. Examples of work completed:

- Pulling invasive weeds at Picture Canyon
- Trail restoration near the Pit House at Picture Canyon
- Installation of Restoration Area signs
- Trash clean-ups at Picture Canyon, McMillan Mesa, and Observatory Mesa

## Youth Education Program Running Strong

Open Space continues to provide outdoor education opportunities of all kinds. In the month of June, Open Space provided educational programming to 144 youth. These programs range from guided hikes, volunteer projects paired with learning outcomes, hands-on workshops, specialized field trips and more! Some of the youth groups have included the Boys and Girls Club, Hal Jensen, Service Learning Camps, and school summer camp field trips.



New wood chips on the Pit House Trail



Restoration in Progress sign



Kids on a field trip at Observatory Mesa



# EVENTS & MARKETING

## Concerts in the Park

Concerts in the Park have been successful so far seeing over 900 people at the first one at Jim Cullen Memorial Park. We look forward to more throughout the month of July.



People dancing at Concerts in the Park



## Upcoming Events and Programs in July

More information can be found on our website and social media pages.

**Hal Jensen Recreation Center**  
Parks and Recreation Month Event

# HAL JENSEN OPEN HOUSE

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

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

**2403 N. IZABEL ST.**  
Flagstaff, AZ 86004

**Hal Jensen Recreation Center**

# TOUCH A TRUCK

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

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

Flagstaff Aquaplex



# FOOD DRIVE

July 1st - 31st



DONATIONS

Donate for a chance to win a FREE MONTH MEMBERSHIP!

Flagstaff Aquaplex



# SUMMER DAY CAMP



One-Week Sessions

- July 8th - 12th
- July 15th - 19th
- July 22nd - 26th
- July 29th - August 2nd

Member Price: **\$125**

Non-Member Price: **\$150**

SCAN TO LEARN MORE & REGISTER



Ages: 6-11 Years

Monday - Friday

7:30am - 6:00pm

928-213-2300

## Best Practices for Removal Workshop



Friday, July 12th

5:30-7:30pm

Sinclair Wash

Learn about the best methods to remove invasive plants to prevent regeneration, then practice these methods along the Rio de Flag in Sinclair Wash (Lone Tree Dr & Brannen Cir).



## Volunteer Weed Pull



Thursday, July 25th

7:00-10:00am

Francis Short Pond

Pull weeds at Francis Short Pond and along Aztec Avenue. 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.




Joe C. Montoya Community & Senior Center

Parks and Recreation Month Event



# JOE C. MONTROYA OPEN HOUSE

SATURDAY, JULY 20

10:00AM - 2:00PM




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

SCAN TO LEARN MORE & REGISTER



Thorpe Softball Complex



# FLAGSTAFF AQUAPLEX CARNIVAL

Saturday, July 27th

3:00 - 8:00pm

Flagstaff Aquaplex

A Park and Recreation Month Event




**\$5 TO ENTER**

face painting

balloon animals

live performances

games and more!



Join Open Space for July's

# FULL MOON BIKE RIDE



Trail Head: Picture Canyon

to ride to Walnut Canyon along the Arizona Trail

Sunday, July 21st

7:30 - 9:30pm





**Parks & Recreation**

10.

**From:** Cynthia Burmeister, PROSE Administrative Specialist

**DATE:** 07/15/2024

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

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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