

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
SEPTEMBER 16, 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 August 19, 2024 Minutes**

5. **Public Comment**

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. **Observatory Mesa Trail Plan**
Informational only

7. **Jay Lively Activity Center Maintenance Closure and Future Projects**
Information only

8. **Update on West Side Park**
Informational only

9. **Arizona Parks and Recreation Conference**
Information only

10. **City Council Liaison Report - Councilmember Deborah Harris**

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

- a. PROSE Monthly Newsletter - August 2024

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 September 12, 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 12th day of September, 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: 09/16/2024

SUBJECT: Approval of August 19, 2024 Minutes

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Approval of August 19, 2024 Minutes

DRAFT

PARKS AND RECREATION COMMISSION MEETING MINUTES

PARKS AND RECREATION COMMISSION
MONDAY
AUGUST 19, 2024

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

1. **CALL TO ORDER**

The meeting began at 4:11pm.

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 – Present
Autumn Layden – Absent
Ryan Martin – Absent
Josh Stackhouse – Present

Councilmember Deborah Harris – Absent

STAFF AND OTHERS PRESENT

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
Kyle Gambino, Recreation Supervisor
Shannon Anderson, Senior Deputy City Manager
Cory Woodall, Beautification and Public Art Project Administrator
Jana Weldon, Beautification, Arts and Sciences Manager
Matt McGrath, Forest Service

3. **Land Acknowledgement**

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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**

Vice-Chair Kerr motioned to approve the June 17, 2024 minutes as written. Commissioner Heath seconded. The vote was unanimous in favor of approval.

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.

There was no public comment.

6. **Acceptance of Donation and Site Location**

- Amy Hagin, Assistant Parks and Recreation Director, introduced the topic as a partnership with the Beautification and Public Arts and Sciences team, represented by Cory Woodall. Cory presented a potential work of art that has been donated to the City of Flagstaff, to be named later with community participation. The Beautification and Public Art Commission (BPAC) has approved the work as public art and accepted the donation per policy. After review of several potential sites, the proposed location is Frances Short Pond, along the outer trail around the pond, in partnership with PROSE. The project now needs the Parks and Recreation Commission's approval.
- Commissioner questions included safety of the art installation, such as sharp edges and climbing/falling. Staff feels the artwork is safe and given a height of around 11 feet tall, is not conducive to climbing. There were also questions about the donation process, which Cory was able to address, along with support from Jana Weldon, Beautification, Arts and Sciences Manager.
- Chair Parsons made a motion to approve the proposed location with a second from Vice-Chair Kerr. The vote was unanimous in favor.

7. **July is Parks and Recreation Month**

- Kyle Gambino, Recreation Supervisor, presented on behalf of PROSE many of the activities that the Division programmed to celebrate the month. The Touch-a-Truck, hosted by Hal Jensen Recreation Center, had over 700 participants. The Jay Lively Activity Center had a Mountain Mash Up hockey tournament with over 25 participants. Staff from multiple recreation centers joined forces for a successful youth sports camp with 19 participants. The Joe C. Montoya Community and Senior Center hosted an open house and over 50 patrons visited the center, many of whom had never been there before. The Aquaplex provided a community carnival including balloon animals, an obstacle course in the gym and activities in the pool with over 250 participating. It was a successful month of added programs and activities.
- Commissioners asked how the numbers compared to previous years' event, such as Touch-a-Truck. Staff reported it was the largest recorded attendance, with several factors contributing to the success of the event such as great weather and an adjustment of the hours of the event this year.

8. Foxglenn Park Basketball Courts Maintenance Discussion

- Gino Leoni, Parks Manager, provided a presentation about the different kinds of sport courts that are dispersed throughout the park system and how they are maintained. There are varying sizes and are not all are regulation / full size. The regulation size courts are typically fenced, and the regulation size basketball courts at Bushmaster Park are also lighted. Smaller courts are not regulation size, so striping them is not usually conducive, and they are not fenced or lighted. Maintenance entails ensuring the surface is clear of debris like cinders and pine needles and inspecting the surface for cracks. They also regularly inspect the backboard and pole for safety and replace nets when needed. They also manage weeds and vegetation around the courts. Gino reviewed possible court improvements that the Parks team is working on, such as upgrading backboards and hoops, identifying striping opportunities, and repairing concrete.
- Commissioners questioned how the presentation relates to the requests from a citizen that recently presented concerns as to the condition of the Foxglenn courts to the Commission. They were possibly requesting fencing or a backstop more than striping or new backboards. Gino informed the Commission that the pictures he showed during the presentation were of the Foxglenn, non-regulation size courts so they could see the current condition. There were questions about how the slab could be repaired and Gino explained they could fill cracks with epoxy or cut out and replace concrete sections as options to give it more life before full replacement, which requires more funding.

- Commissioners felt priorities would be, for this location and based on previous comments, a backstop to keep balls from rolling away.
- There were questions future replacement and if there may be an opportunity to replace these smaller courts with a full court. The answer was maybe, depending on space available. Other commissioners noted that additional parking may be a higher priority at this location as they have experienced the challenges when the park is fully programmed with youth sports. Staff noted that this park is fully built out without space to add parking on the property. Other questions related to if user groups pay any kind of impact fee for their wear and tear on the park, and the answer is that rental fees go toward the general fund of the city. The City does not collect impact fees for Parks and Recreation.

a. Basketball Court Maintenance Presentation

9. **Cleo Murdoch Neighborhood Park Construction Status**

- Amy Hagin gave an update on the new neighborhood park development located in the Southside Neighborhood at the Murdoch Community Center, funded by a Community Development Block Grant. Amy gave a summary of the plan for the park, including encompassing one of the Butler Ave sitting areas into the park, adding turf and trees, concrete chess tables and benches, accessible walkways, and adding a creative storage shed in the shape of a rook chess piece to store oversized chess pieces when they are not out for play on the large outdoor chess board.
- Commissioner questions focused on what kind of activities go on at this community center, and the positive impact of programming this area as a park to curb unwanted behaviors that tend to occur in the Butler sitting areas. Commissioners asked about the lighting being implemented, which is pedestrian level lighting and not overhead. Commissioners asked how much involvement the Southside neighborhood and African American community have had in this development. Amy answered that the planning and design process, conducted by others, included the Southside Community Association, and was presented at public meetings. Commissioners asked if additional funding was coming for the added maintenance with a new park, and the answer is no, but this is a discussion to be had in the future and is a citywide conversation.

10. **Fiscal Year 2024/2025 Capital Projects**

- Amy Hagin reviewed the current BBB-Recreation 5-year plan and funded projects coming up this fiscal year. Play structures being replaced this year include Ponderosa Trails, Mobile Haven, and Smokerise Parks. Ponderosa Park is also still on the list for restoration after stormwater

improvements are installed, hopefully by next year. Hal Jensen Recreation Center air conditioning is on the list this year, as well as continued efforts to improve the Thorpe Park area including the future Indigenous Cultural Community Center (ICCC). Other projects include construction of the Bushmaster Park sport courts and planning and developing the new west side park.

- Commissioners asked for more detail on the work at Thorpe Park, which Amy stated includes moving IT infrastructure out of the ICCC and a newly performed facility assessment of that building. The facility assessment will inform a procurement process to find a partner to plan the rest of the future of that facility. Commissioners asked for an update on the Heritage Square restroom, for which funding is still available and staff are now reviewing options for remodeling the existing restrooms after downtown businesses and the Downtown Business Alliance were not in favor of a Portland Loo type restroom added to the Square.

11. **BBB Tax Renewal**

- Rebecca Sayers, Parks, Recreation, Open Space, and Events Director, gave a presentation about the outreach and education campaign for the BBB tax renewal which is on the ballot this November. The current tax expires in 2030, so the Council has placed its renewal on the ballot this November. These kinds of ballot questions can only go to the voters in even years, so this allows another opportunity to request renewal if the question does not pass this year. This year's ballot question asks for a renewal of the existing tax and is not seeking an increase.
- The education campaign includes a series of flyers that will be posted through local media and outlets and explains the tax fund, how it is collected as a 2% add-on tax to hotels, motels, short-term rentals, campgrounds, restaurants, and bars. The proceeds are divided into five main program areas, including Parks and Recreation (which now includes Open Space), Economic Development, Beautification, Arts and Sciences, and Tourism.
- Commissioners had questions about the other local questions on the ballot, and whether they can advocate for the ballot question. Rebecca briefly described two other local measures including an expenditure limit increase for Coconino County, and a transit tax renewal and increase for Mountain Line. She also explained that Commissioners are able to advocate as individuals, but with caution. They should ensure they are not perceived as representing the Commission or the City if they choose to do so.

a. **BBB Tax Renewal Presentation**

12. **Reports - Monthly Highlights of Parks, Recreation, Open Space, and Events**

Staff let the Commission know that the monthly report continues to evolve and improve due to the efforts of the Events and Marketing Coordinator.

a. PROSE July 2024 Monthly Newsletter

13. **City Council Liaison Report - Councilmember Deborah Harris**

Councilmember Deborah Harris was not able to attend.

14. **Informational Items to and from Commissioners and Staff**

- Commissioner Stackhouse let the Commission know that if they volunteer at the fair for the Friends of Coconino County Parks and Recreation, they can get free admission.
- Staff noted this may be Commissioner Heath's last meeting as she is not able to continue serving on the Commission after her term expires this month. Commissioner Stackhouse's term is also up, and he noted he will apply for renewal. The Clerk is planning to take appointments to Council in mid-September. There are two vacant positions and one requested renewal.

15. **Agenda Items for the Next Meeting**

- Jay Lively Activity Center annual maintenance closure - and/or general overall information about what is going on there
- An update on the Aquaplex and anything the new Supervisor is planning on doing differently
- Ponderosa Trails playground completion
- Open Space updates on the Observatory Mesa Trail Plan
- TBD: citywide cost recovery policy and user fees
- TBD: PROSE master plan
- TBD: west side park public outreach

16. **Adjournment**

Chair Parsons adjourned the meeting at 5:50pm.



Parks & Recreation

6.

Co-Submitter: Robert Wallace, Open Space Supervisor
From: Amy Hagin, Assistant Parks and Recreation Director
DATE: 09/16/2024
SUBJECT: Observatory Mesa Trail Plan

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Presentation and Discussion



Parks & Recreation

7.

Co-Submitter: Tyrone Johnson, Recreation Supervisor

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 09/16/2024

SUBJECT: Jay Lively Activity Center Maintenance Closure and Future Projects

STAFF RECOMMENDED ACTION:

Information only

Executive Summary:

Presentation and discussion



Parks & Recreation

8.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 09/16/2024

SUBJECT: Update on West Side Park

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Discussion and next steps



Parks & Recreation

9.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 09/16/2024

SUBJECT: Arizona Parks and Recreation Conference

STAFF RECOMMENDED ACTION:

Information only

Executive Summary:

Discussion, goals of the conference



Parks & Recreation

11. a.

From: Cathy Guetschow, Administrative Specialist

DATE: 09/16/2024

SUBJECT: PROSE Monthly Newsletter - August 2024

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Monthly Newsletter - August 2024



PARKS, RECREATION, OPEN SPACE, AND EVENTS

AUGUST 2024 NEWSLETTER

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

The new playground at
Ponderosa Trails Park



New Playground at Ponderosa Trails Park!

There is a new playground in town! The Parks section completed the installation of a new playground at Ponderosa Trails Park. The previous structure was twenty-five years old and due for replacement. The new playground offers opportunities for climbing, sliding, dangling and more in a relatively small space.

Aerial view of the new playground



Kids enjoying the new playground at Ponderosa Trails Park



PARKS

Thorpe Multi-Purpose Sod Project

In cooperation with the Flagstaff Soccer Club, Parks was able to implement a full closure of the Thorpe Multi-Purpose Field in order to establish a healthy new layer of sod. This project successfully replaced over 6,000 square feet and is open again for use.



Laying the squares of sod



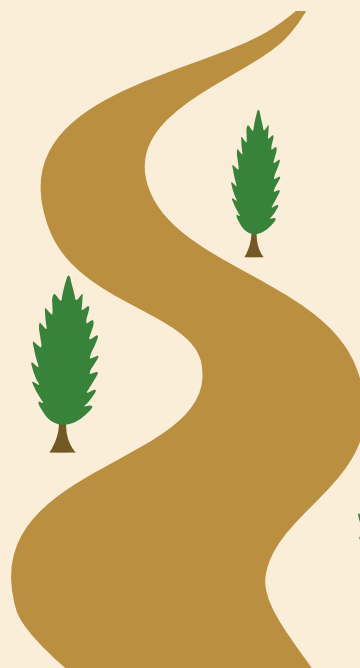
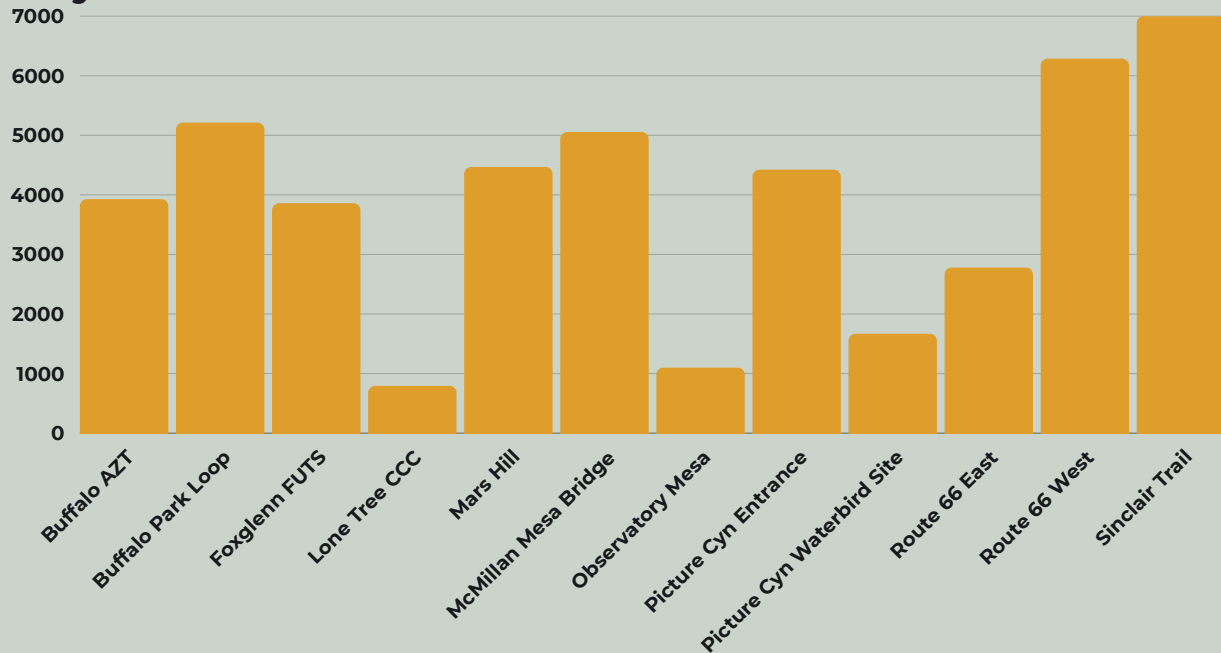
Prepping the soil



Finishing touches

July 2024 Trail Counts

Number of Users





RECREATION

Aquaplex

Joe C Montoya Community & Senior Center

Summer Day Camps

The Aquaplex Summer Day Camps are all wrapped up for the summer. What started with only six participants, ended with the maximum capacity of twenty. This was the first year Summer Day Camps returned to the Aquaplex since 2019. Staff learned a lot from this year's camps and are fully prepared to hit the ground running next summer.



Kids crafting

Joe C Montoya Community & Senior Center Donated Piano

Joe C. Montoya Center received a donated piano valued at \$2,000. This piano will replace the previous piano which was of lesser quality and sound. The center is excited about music performances to come!

New Class with Mountain Health Arts: Education of Making Music for Memory Loss



The new piano



The music class in action

In partnership with Mountain Health Arts, Joe C. Montoya is offering a new class titled, Education of Making Music for Memory Loss. This class is geared towards people with Dementia and Alzheimer's.



RECREATION

Hal Jensen Recreation Center

Jay Lively Activity Center

Hal Jensen Back to School BBQ

Hal Jensen Recreation Center hosted a Back to School BBQ to welcome both new and familiar teens to the center. Staff served food and shared some behavior expectations for the facility. This gathering saw approximately 160 youth.



Teens at the BBQ getting some food



Pick-Up Basketball in action

Tuesday Night Adult Pick-Up Basketball

Adult Pick-Up Basketball has been steadily increasing in popularity seeing approximately thirty players every Tuesday night. To meet this demand, Hal Jensen Recreation Center will be hosting this program on Thursday nights as well until Youth Basketball begins in November.



Jay Lively Activity Center Excavation Work

Jay Lively Activity Center completed work on the drainage project with the help of 108 Excavating.



OPEN SPACE

Event participants gaze at a Giant Sequoia



Arbor Day Tree Walk Event

In honor of Arbor Day, Open Space hosted a free event for the public to learn about both native and invasive species of trees. Approximately twelve people attended this walk around the neighborhood where our Open Space Coordinator identified different species and included some fun facts and tips about growing and maintenance.

Welcome Ashlee - New Open Space Educator!

Ashlee in good spirits after pulling invasive weeds



Open Space is excited to welcome Ashlee Flinely to the team as the Open Space Educator. Ashlee has ample experience in outdoor education and has jumped right into her new role with enthusiasm.

Thank you Desert - AmeriCorps ELC Member

Open Space's AmeriCorps Environmental Literacy Corps intern, Desert Mulford, has completed his term. His hard work has helped advance the Open Space education program to include elements of art and climate change awareness. We are thankful for all that Desert has done with PROSE and wish him well on his next work adventure.



Sylvia gifting Desert a bunch of Star Thistle

Greater Observatory Mesa Trail Plan

With help from Southwest Decision Resources, a third and final draft of the Observatory Mesa Trail Plan has been released to the public for input. The public is encouraged to review the plan online as well as at the public meeting on September 19th, from 5:00pm to 7:00pm at the downtown Flagstaff City-Coconino County Public Library.

Greater Observatory Mesa Trail Plan PUBLIC MEETING

Members of the public are invited to review the Greater Observatory Mesa Trail Plan, learn how it may affect them and provide input for the City Council's Consideration.

September 19th, 2024
5:00PM - 7:00PM
FLAGSTAFF CITY-COCONINO COUNTY
PUBLIC LIBRARY
300 W Aspen Ave
Flagstaff, AZ 86001

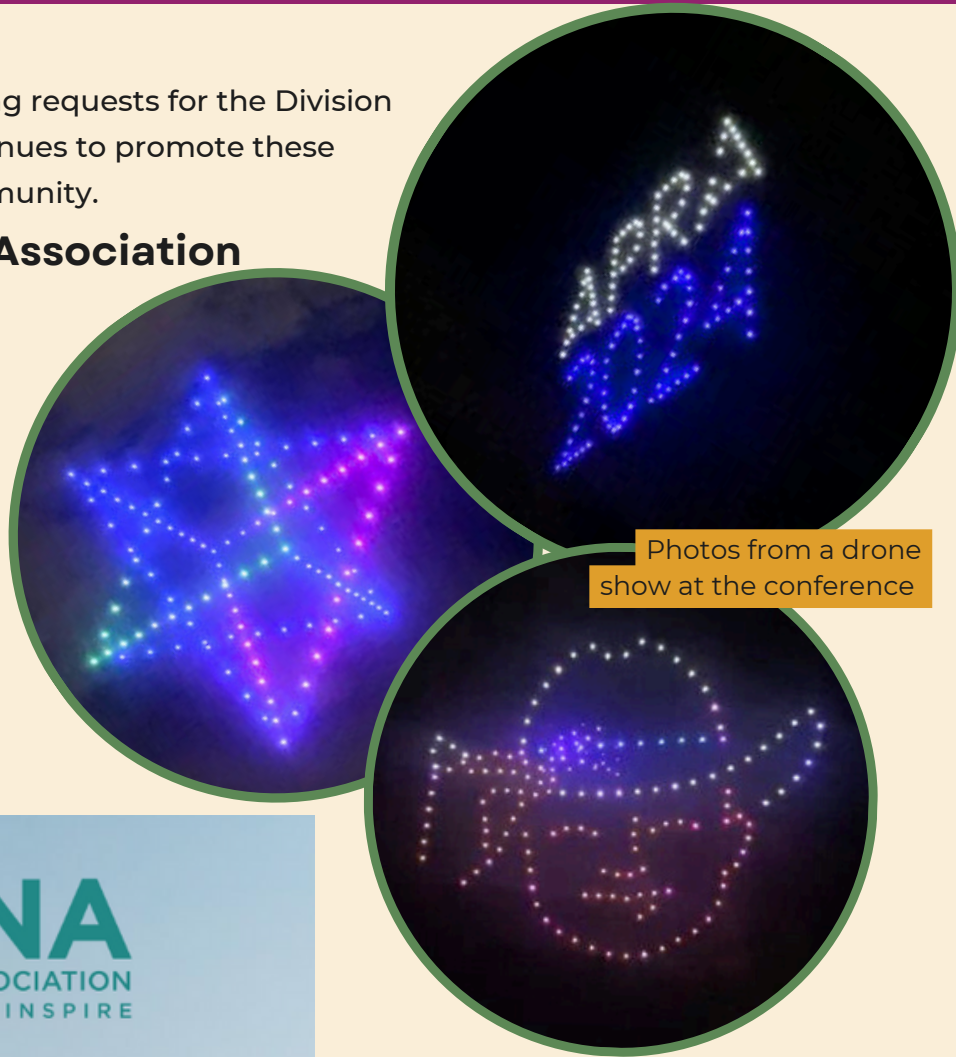
EVENTS & MARKETING

Marketing

Marketing completed twenty-one marketing requests for the Division throughout the month of August and continues to promote these programs and events throughout the community.

Arizona Parks and Recreation Association Conference & Expo

Seven representatives from PROSE attended the Annual Arizona Parks and Recreation Association Conference in Tucson. The conference offered opportunities to learn, network, and explore relevant products and services in the exhibition hall. Our Events and Marketing Coordinator was able to attend and came back with some ideas for potential events to bring to Flagstaff.



Photos from a drone show at the conference



Winter Event Planning and Preparation

In partnership with the Flagstaff Downtown Business Alliance, the Events and Marketing team has already begun preparation for this year's Winter Wonderland event. These kinds of community events require ample planning and preparation to run smoothly. The team is excited about ideas to make this year's event better than before. Be sure to save the date, December 7th!

