

**DRAFT**

**PARKS AND RECREATION COMMISSION MEETING MINUTES**

**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**

The meeting began at 4:00 p.m.

**2. ROLL CALL**

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

Stephen Parsons (Chair) -- Present  
Austin Kerr (Vice Chair) -- Absent  
Sandy Heath -- Present  
Autumn Layden/McLeod -- Present  
Ryan Martin -- Absent  
Josh Stackhouse -- Present

Councilmember Deborah Harris -- Present

**STAFF AND OTHERS PRESENT**

Rebecca Sayers, Parks, Recreation, Open Space and Events Division Director  
Amy Hagin, Assistant Parks, Recreation, Open Space and Events Director  
Haley Reynolds, Events and Marketing Manager  
Gino Leoni, Parks Manager  
Tyrone Johnson, Recreation Manager  
Robert Wallace, Open Space Supervisor

**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**

Commissioner Heath motioned to approve the August 19, 2024 minutes as written. Commissioner Layden seconded. The vote was unanimous in favor of approval.

**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.*

There was no public comment.

## 6. Observatory Mesa Trail Plan

- Robert Wallace, Open Space Supervisor for the City of Flagstaff, gave the Commission a presentation about the origin and the latest draft of the Observatory Mesa Trail Plan. This is the third and potentially final public comment review period for the Plan. A public meeting will be held at the downtown public library on Thursday, September 19, from 5:00pm to 7:00pm. A survey is available for public comments and can be found on the City's website: <https://www.flagstaff.az.gov/4870/Greater-Observatory-Mesa-Trail-Plan>
- The final plan includes:
  - Three phased approach to implementation.
  - Higher density of trail loops near access points and longer loops for more remote experiences.
  - Areas without trails to protect natural areas and wildlife.
  - Trails are proposed to be multiuse and bi-directional.
  - Adaptive mountain biking trails.
  - Two trails are included as bike optimized (5.25 and 5.26).
  - Signage and education zones are also included, as well as additional parking.
- Commissioners had questions about how decisions were made on which trails/roads to abandon and what restoration looks like. Robert stated we are working with trail experts including a consultant with Southwest Decision Resources. Robert also explained the restoration process including removing top surface materials, blocking the trail, and reseeding the trail. There was also a question about the separate but related item of access to private properties through Observatory Mesa, which will go before City Council on September 17, 2024. Robert also explained the three implementation phases and priorities within each phase. There were also questions about the intent for new signage, mentioning Sedona signage as an example. Robert answered that most signage would be focused on providing maps at certain locations, likely not as robust initially as the example provided.
- There was a specific question about e-bikes and whether they are allowed or not. Robert clarified that Class 1 and 2 e-bikes would be allowed on FUTS and roads only, not on single-track trails.
- Commissioner Heath provided information on accessible kiosks and rating systems for trails <https://www.disabledhikers.com/trail-rating-system>
- The presentation is attached to the original agenda item.

## 7. Jay Lively Activity Center Maintenance Closure and Future Projects

- Tyrone Johnson, Recreation Manager, gave an update on the projects that were completed during the summer maintenance closure of the ice rink. All ice was removed, and new paint and logos were applied during the new ice installation process. Minor cracks and issues were exposed with the concrete floor and were repaired. While the ice was removed, the chillers were taken offline, which led to the discovery of frozen chiller lines and heaving of substrate including concrete around the exterior of the rink. The lines were excavated and thawed as much as they could be before being placed back into online status to rebuild the ice indoors. It will be a larger project in the future to excavate and relocate the chiller lines so it does not continue to be a problem. Other completed projects during the closure included deep cleaning, new flooring in high-use areas, and professional painting of the ice surface with lines and logos.
- There were questions about the larger replacement items such as chillers and when they will be needed, and about the overall life of the facility in general. There was a question about whether we had an outside consultant come in to review the facility. Amy Hagin answered that external consultants have reviewed the outside of the facility as well as the Facility Condition Assessments that were recently contracted by the Facility Maintenance team, yet to be reviewed and worked into the planning and budgeting process.
- The presentation is attached to the original agenda item.

## 8. **Update on Westside Park**

- Amy Hagin, Assistant Parks and Recreation Director updated the Commission on the planning process for the new west side park. Postcards have been mailed out to the neighborhood residents (Boulder Pointe and Woodlands residential owner association) to notify them that the public park planning process has commenced, starting with a survey to gain an understanding of how residents use this area, what they enjoy about the area, and what they believe is missing in the area. Responses are coming in, and next steps will include onsite planning meetings and developing a design that reflects residents' feedback.

## 9. **Arizona Parks and Recreation Conference**

- Seven staff members from across the Division attended this year's conference in August in Tucson to network with other parks and recreation colleagues, attend educational sessions, and meet directly with vendors on city needs and upcoming projects. Rebecca Sayers, PROSE Director, shared a video of highlights from one of the drone shows provided at the conference.

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

Councilmember Deborah Harris reported that the Council is glad to be back after their summer break. Nothing new to report, but supports the idea of a drone show instead of fireworks for future City events.

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

### a. **PROSE Monthly Newsletter - August 2024**

- Amy walked the Commission through the monthly report. There was discussion about the new sod at Thorpe multipurpose field and the new playground at Ponderosa Trails Park (which is a huge hit).

## 12. **Informational items to and from Commissioners and Staff**

- Rebecca Sayers noted that PROSE staff are participating in the Fort Tuthill Master Plan process in support of our partners at Coconino County Parks and Recreation. There is a public meeting on Saturday, September 28, at 1:00pm at Fort Tuthill in the Home Economics building. Commissioners are encouraged to attend and participate.
- We appreciate Commissioner Heath's participation today for her last meeting. Three appointments will be made by the Council at their meeting on September 17, 2024.

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

- New commissioner introduction.
- Ponderosa Trails playground completion and other new playgrounds.
- Recap of summer events.
- Westside park update if there is one -- survey results.
- Recreation survey results.

#### 14. **Adjournment**

Chair Parsons adjourned the meeting at 5:30pm.