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PARKS AND RECREATION COMMISSION MEETING NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
NOVEMBER 18, 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 pm.

2. **Roll Call**

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

Stephen Parsons - Chair - present
Austin Kerr - Co-Chair - present
Jill Christensen - present
Neil Frazier - present

Autumn Layden-McLeod - present
Ryan Martin - absent
Josh Stackhouse - present (joined meeting at 4:32)
Councilmember Deborah Harris - absent

STAFF AND OTHERS PRESENT

Amy Hagin, Assistant Parks and Recreation Director
Tyrone Johnson, Recreation Manager
Haley Reynolds, Events and Marketing Manager
Rebecca Sayers, Parks, Recreation, Open Spaces and Events Division Director

3. **Land Acknowledgment**

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 Minutes**

Co-chair Kerr motioned to approve the October 21, 2024 minutes as written. Commissioner Christensen 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. Discussion Items

A. West Side Park Updates on the Future Neighborhood Park

- Amy Hagin gave an update on the planning of this new neighborhood park which will serve the Boulder Pointe and other nearby neighborhoods. Two public outreach events were held, one via Zoom and one in person at the site, to collect residents' ideas about what they would like to see in the park along with any concerns they may have.
- General comments focused on keeping the area as natural as possible with preferred amenities that promote health and wellness for all ages, including playgrounds, a walking path with exercise stations, gathering space, possibly a dog park, and other ideas. The consultant is now taking this feedback to develop concept drawings to present back to the public.
- The Commission asked about the conversation around a dog park and whether there will be a parking lot. Comments were varied about the dog park, with some asking for it and others not in favor. Parking is not yet determined and is not usually required with a neighborhood park since the intention is that the neighborhood is walking or bicycling to the park, but a small parking lot may be requested or required in the design review process. The name of the park is also to be determined and the community was asked to provide potential names during the public meetings.

B. Discussion on Winter Months Commission Meeting Dates

- The next scheduled meeting is December 16, 2024. The January and February meeting dates fall on City observed holidays, which are January 20 and February 17, 2025, so those meetings need to be rescheduled.
- The Commission chose to cancel the December 2024 meeting, move their January meeting date to January 13, 2025, and then meet jointly with Open Space Commission on February 24, 2025.
- Topics for the joint meeting will include the annual BBB budget review and other topics important to both commissions.

C. Sport Courts at Bushmaster Park Updates

- Amy Hagin updated the Commission on the status of the project to design and construct new sport courts at Bushmaster Park. Construction drawings are being finalized and will be sent advertised as a request for bids in January. Staff will then take the winning bid to Council for approval in February, with an anticipated construction start date around April 1, 2025. This would allow the project to have the entire 2025 construction season and hopefully not have to split the project over two years. Staff will report back to the Commission as updates are available.

D. Snow Operation and Courtesy Berm Relocation Program Information

- Amy Hagin went through the responsibilities of the PROSE team during snow events, including relocating snow from Heritage Square, and plowing city owned parking lots, FUTS that are asphalt or concrete, and sidewalks adjacent to city properties. Larger snow events also include a snow removal operation from the downtown area to physically remove the snow from the Heritage Square area.
- Amy also explained the courtesy berm relocation program which is available to disabled individuals that are not able to clear the berm left by snowplows from the end of their driveway. Residents that meet eligibility requirements turn in an application and are added to a list and an internal GIS mapping system. Once streets have been plowed by Public Works, PROSE will start working on this list as long as other priority assignments have been

completed.

- PROSE will provide a joint presentation with Sustainability to the City Council in January highlighting this program and the Sustainability Snow Heroes program.

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

Councilmember Deborah Harris was not able to attend the meeting.

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

There was discussion about the programs provided in Recreation for Halloween and questions about upcoming events for the holidays which include Winter Wonderland on December 7 and the holiday light parade that the Chamber of Commerce provides on December 14.

A. PROSE Monthly Newsletter

9. **Informational items to and from Commissioners and Staff**

- Chair Parsons mentioned his company may be working on design of a landscaped wall with new artwork at "the wedge" which is the city-owned property triangle along Cedar Avenue near West Street. There was minimal discussion about the potential opportunity for an art wall at this location.
- Amy noted she wrote a letter of support for the art wall grant applicant as requested by the Commission at a previous meeting.

10. **Agenda Items for Next Meeting**

- Vote for Chair and Co-chair for 2025
- Planning for the joint meeting with Open Space Commission in February
- Possibly west side park concept review
- Review of current 5-year capital plan in preparation for reviewing updated plan in February
- Snow Heroes/courtesy berm relocation update (similar to presentation to Council)
- Goals for 2025

11. **Adjournment**

Chair Parsons adjourned the meeting at 5:15pm.