

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
MARCH 17, 2025

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)	Jill Christensen
Austin Kerr (Co-Chair)	Josh Stackhouse
Neil Frazier	Vacant
Autumn Layden-McLeod	Councilmember Anthony Garcia (Council Liaison)

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**

- a. Parks and Recreation Commission Meeting Minutes - 1/13/25
- b. Parks & Recreation and Open Spaces Combined Commission Meeting Minutes - 2/24/25

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. **Discussion Items**

- a. BIA Grant Proposal for Smokerise Park Basketball Court
Informational only
- b. Recreation Center Maintenance Work in April and May
Infomrational only
- c. Update on Sport Courts at Bushmaster Park
Discussion and informatoin
- d. Highland Mesa Park update
Discussion and informational
- e. Cleo Murdoch Neighborhood Park
Discussion

7. **City Council Liaison Report - Councilmember Anthony Garcia**
8. **Reports - Monthly Highlights of Parks, Recreation, Open Space, and Events**
 - a. PROSE Monthly Newsletter - February 2025
9. **Informational items to and from Commissioners and Staff**
10. **Agenda Items for the Next Meeting**
11. **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 March 13, 2025 at 12:00 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 March 2025.

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. a.

From: Cathy Guetschow, Administrative Specialist

DATE: 03/17/2025

SUBJECT: Parks and Recreation Commission Meeting Minutes - 1/13/25

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Parks and Recreation Commission minutes - 1/13/25

DRAFT MINUTES

PARKS AND RECREATION COMMISSION MINUTES
MONDAY, JANUARY 13, 2025

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

1. **Call to Order**

Chair Parsons called the meeting to order at 4:07 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 (Teams)
Neil Frazier -- present (Teams)
Autumn Layden/McLeod -- present (Teams)
Ryan Martin -- absent
Josh Stackhouse -- absent
Councilmember Anthony Garcia - 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 Space and Events Division Director
Annie Ridgell, PROSE Administrative Specialist

3. **Land Acknowledgement**

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4. **Approval of Minutes**

Co-Chair Kerr motioned to approve the November 18, 2024 minutes as written. Commissioner Christiansen seconded. The vote was unanimous in favor of approval.

5. **Public Comment**

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There was no public comment.

6. **Discussion Items**

A. **Vote for Chair and Co-Chair for 2025**

Commissioner Kerr motioned for the Chair and Co-Chair appointments remain the same with Parsons as Chair and Kerr as Co-Chair. Commissioner Frazier seconded. The vote was all in favor.

B. **Courtesy Snow Berm Relocation and Snow Heroes Information**

To recap from City Council meeting of last week on January 7th, 2025, where Gino Leoni (Parks Manager) & Steven Thompson (Sustainability Manager) presented on both the Courtesy Berm Relocation and Snow Heroes Programs. The Courtesy Berm Relocation Program is managed and implemented by PROSE. Staff discussed specifics about the PROSE program regarding within city limits only and that the berm created at the end of the driveway is relocated once the roadway has been plowed.

C. **Review of Current 5-Year Capital Plan**

Amy reviewed the details of the 5 Year Capital Improvement Plan and gave a brief update of current and upcoming projects, including the following:

- o Sport Courts at Bushmaster Park
- o West Side Park
- o Heritage Square restroom
- o Ponderosa Park reconstruction
- o Hal Jensen Recreation Center air conditioning
- o Thorpe Park / Indigenous Community Cultural Center
- o Cheshire Park running track and field which is in Fiscal Year 2025-26
- o Continental Park which includes design funding starting in Fiscal Year 2026-27

D. **Goals for 2025**

There was general conversation that the Commission's goals are in line with the Capital Improvement Plan as presented. Staff offered ideas such as Commission meetings in different locations to see PROSE operations first-hand, including meetings at other Recreation Centers and field trips to parks. Commissioners were supportive of these ideas.

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

Councilmember Anthony Garcia was not able to attend.

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

PROSE Monthly Newsletter

- November PROSE Newsletter
- December PROSE Newsletter

- Commissioners expressed appreciation for the year-end review including the annual total of trail counts. They also applauded the new signs around Thorpe Park and asked if there is any movement on opening the Aquaplex on Sunday. Staff are looking into this possibility and can provide updates at a future meeting.

9. Informational items to and from Commissioners and Staff

- Co-Chair Kerr noted a recent conversation with the local Executive Director of Boys and Girls club, and they would like to make a presentation to the Commission in the coming months
- Chair Parsons noted that the Museum of Northern Arizona seems to be embarking on a Master Plan process, which staff may want to be involved in given proximity to the Cheshire Park expansion project.
- Commissioner Christensen gave an update on the Art Wall project, noting that the applicant would like to come back to the Commission with an update in the coming months

10. Agenda Items for next meeting

- Presentation on BBB Recreation funding and 5--10-year capital improvement plan
- For the March 17, 2025, meeting, a sport court update and west side park update, and possibly a Hal Jensen air conditioning update.

11. Adjournment

Chair Parsons adjourned the meeting at 5:37.



Parks & Recreation

4. b.

From: Cathy Guetschow, Administrative Specialist

DATE: 03/17/2025

SUBJECT: Parks & Recreation and Open Spaces Combined Commission Meeting Minutes - 2/24/25

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Parks & Recreation and Open Spaces Combined Commission Meeting Minutes - 2/24/25

DRAFT MINUTES

**PARKS AND RECREATION AND OPEN SPACES COMMISSIONS
JOINT MEETING
MONDAY
FEBRUARY 24, 2025**

**HYBRID MEETING
FLAGSTAFF AQUAPLEX
AND MICROSOFT TEAMS
1702 N. FOURTH STREET
4:00 P.M.**

1. Call to Order

Open Spaces Chair Thomas Call to Order at 4:02 pm.

2. Roll Call

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

Parks and Recreation Commission

Stephen Parsons (Chair) - Present
Austin Kerr (Co-Chair) -- Present
Neil Frazer -- Present
Autumn Layden-McLeod -- Present on Teams
Ryan Martin -- Not Present
Jill Christensen -- Present
Josh Stackhouse -- Present
Anthony Garcia -- Council Liaison -- Present on Teams

Open Spaces Commission

Jacqueline Thomas (Chair) - Present
Bruce Fox (Co-Chair) -- Present
Mary Norton -- Planning & Zoning Rep - Present
Lina Wallen - Present
Molly Joyce - Present
Nat White -- Not Present
Vacant
David Spence -- Council Liaison - Present

Staff Present: Robert Wallace, Rebecca Sayers, Amy Hagin, Haley Reynolds, Sylvia Struss, Gino Leoni, Tyrone Johnson, Ashlee Fliney, Annie Ridgell, Tiffany Antol, Georganna Staskey and Anne Thompson

Others Present: Mike Wilson

Introductions were made with all present in person and on Teams.

3. Land Acknowledgment

The Flagstaff Open Space 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.

Parks and Recreation Chair Stephen Parsons read the Land Acknowledgment.

4. **Approval of Minutes**

Rebecca Sayers stated that the separate Commissions will do their own approvals at their next regular Commission meeting.

5. **Public Comment**

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Open Spaces Chair Jacqueline Thomas asked if there were any public comments. There were no public or online Teams comments.

6. **Business Items**

A. Parks, Recreation, and Open Space Capital Improvement Project Plan Update and Discussion

Discussion Item: Parks, Recreation, and Open Space Capital Improvement Project Plan.

Rebecca Sayers opened the discussion. The first discussion involved the tally and prioritization process that the Open Spaces Commission performed and the direct results as evident in the five- and ten-year capital plans.

Robert Wallace stated that the Commissioners were asked to vote on their priorities on a scale of 1-10. Below are the tally results from top priority to lowest priority:

- Open Space Acquisitions
- Picture Canyon Restroom
- McMillan Mesa Trail Rehabilitation.
- Picture Canyon Trail Connection
- Observatory Mesa Trail Plan Implementation
- Schultz Creek Trailhead
- McMillan Mesa Property Restoration

Rebecca Sayers continued with the slide presentation of the 5-Year Plan. Anne Thompson, our City Accountant, created this budget and is here on Teams to answer any questions. Rebecca went over how 5-year plans are put together inclusive of the source of funds for Parks, Recreation, Open Space and Events Division.

Open Space now has a 10-year plan with a 10% policy reserve including the other Sections of the Division.

Amy Hagin described the capital projects in the next five fiscal years for both the Parks and Recreation Sections.

- Sport Courts at Bushmaster Park -- eight pickleball courts, two basketball and two tennis courts.
- West Side park -- future neighborhood park on the west side of town currently in the design review stage.
- Heritage Square Restroom -- remodel project working with Capital Engineering for the delivery.
- Ponderosa Park -- the remodel of a neighborhood park in the Sunnyside neighborhood that was impacted because of the Museum Fire flooding events in 2021.
- Hal Jensen Recreation Center HVAC -- the design and implementation of air-conditioned space inside the gymnasium at the center.
- Thorpe Park Annex -- the future Indigenous Community Cultural Center that is in Thorpe Park.

- Cheshire Park-- 8 acres identified for a running track and multi-purpose field as part of an expansion of the neighborhood park.
- Continental Park ---- the design of a girls' softball complex and potentially the remaining 84 acres of the regional park.
- Thorpe Park -- this is an additional project -- 5-7 years out to begin developing the concept design developed in 2022.

Robert Wallace discussed the Open Space capital program for the next ten fiscal years.

- Open Space Acquisition: Identified as the top priority by the Open Spaces Commission. Will permit small steps towards implementing the Open Space System, to secure open space and connectors for equal distribution of open space throughout the City limits and providing 10 minute walking access time. Efforts may be supplemented with potential grants.
- Picture Canyon Restroom: Develop a single permanent restroom unit for the Picture Canyon Trailhead.
- McMillan Mesa Trail Rehabilitation: Evaluation and trail maintenance for the McMillan Mesa Natural Area. Will address drainage, trail tread repair, signage, and develop solutions to erosion.
- Picture Canyon FUTS Connection: Work with Flagstaff Urban Trail System (FUTS) to design and build the FUTS connection to the Picture Canyon Trailhead. Property acquisition and rights are currently being worked on using 2004 bond funds.
- Observatory Mesa Trail Plan Implementation: Implement a council-approved trail plan that includes four implementation phases. The plan would incorporate parking, signage, restroom facilities, unauthorized road and trail restoration, trail maintenance, and trail building.
- Schultz Creek Trailhead: Design a trailhead with improvements to enable proper parking, signage, delineation of trails, and appropriate facilities. Staff are currently working to complete a property trade to make this a possibility.
- McMillan Mesa Property Restoration: Evaluate property to determine restoration areas. Work will involve eradicating invasive plants in areas of high infestation, seeding, and completing erosion control in high-use areas.

Rebecca Sayers provided a conclusion on the full capital plan with the emphasis on the amount of funds identified through the special revenue fund, BBB, for the Sections. After the conclusion, a motion was requested by each Commission for approval of the capital plan.

A motion was made by Open Spaces Chair Thomas to approve the 5-Year Capital plan as presented. The motion was seconded by Co-Chair Fox. Motion passed unanimously with five (5) yea votes.

A motion was made by Parks & Recreation Chair Parsons to approve the 5-Year Capital plan as presented. The motion was seconded by Commissioner Stackhouse. Motion passed unanimously with six (6) yea votes.

B. Land Availability and Suitability Study and Code Analysis Project (LASS+CAP) Update and Discussion

Discussion Item: This is an update on the status of the [Land Availability and Suitability Study and Code Analysis Project](#)

Tiffany Antol, Zoning Code Manager who works in the Community Development Division under Planning & Development Services gave the presentation. The title of the presentation is Resource Protection Overlay -- LASS (Land Availability & Site Suitability Study) + CAP Project (Code Analysis Project) -- LASS discusses what is the suitability of lands in Flagstaff.

Staff are looking at the larger regional area along with Coconino County, who also have land and climate goals, and are partners in this project. The Diagnostic Report is basically finished and the reason I am here today.

The LASS & CAP project is currently mostly involved on our code analysis portion, which is intended to evaluate development codes and processes to identify areas of improvement towards our housing incentive goals.

Staff are working on simplifying this project, hoping to engage the public, identify barriers, and the way the resource protection overlay (RPO) is managed. Staff are looking to ensure core standards of safety. Our standards for our forests are meant to implement the Forest Management Plan. Looking at a work session with City Council soon.

7. **City Council Liaison Report** - Councilmember David Spence and Councilmember Anthony Garcia

No councilmember Reports

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

A. PROSE Monthly Newsletter

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

Parks & Recreation Commission update: Amy Hagin will send an email to Commissioners regarding the agenda items for the March meeting.

Open Spaces Commission update: Robert provided an update regarding the Right of Way amendment requested by private property owners through the Observatory Mesa Natural Area. Staff consulted with the State Historic Preservation Office, and they declined the need for further review, concluding that the project does not violate any of the requirements of the Deed of Conservation Easement. The project's next steps are for the property owners to finalize the driveway plans with the City's Community Development. This will inform the final legal description for the road. Once the legal description is finalized, staff will take the proposed amendment ROW easement to Council for review and decision.

10. **Potential Future Agenda Items**

- The Open Spaces Commission will hold a field meeting for their April 28, 2025 meeting.
- The Open Spaces Commission's May meeting will be rescheduled to May 12, 2025, to accommodate the Memorial Day holiday.

11. **Adjournment**

Open Spaces Chair Thomas requested a motion for adjournment, all in favor, meeting ended at 6:19 pm.



Parks & Recreation

6. a.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 03/17/2025

SUBJECT: BIA Grant Proposal for Smokerise Park Basketball Court

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Presentation on a proposal for a BIA grant to paint the basketball court at Smokerise Park



Parks & Recreation

6. b.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 03/17/2025

SUBJECT: Recreation Center Maintenance Work in April and May

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

The Recreation Section will discuss the upcoming maintenance work that is scheduled to occur at the Flagstaff Aquaplex and Jay Lively Activity Center



Parks & Recreation

6. c.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 03/17/2025

SUBJECT: Update on Sport Courts at Bushmaster Park

STAFF RECOMMENDED ACTION:

Discussion and informatoin

Executive Summary:

Discussion and information on the status of the capital project consisting of 2-tennis courts, 2-baskebtall courts and 8-pickleball courts at the community park.



Parks & Recreation

6. d.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 03/17/2025

SUBJECT: Highland Mesa Park update

STAFF RECOMMENDED ACTION:

Discussion and informational

Executive Summary:

Discussion on status update of the new neighborhood park on the west side of city limits



Parks & Recreation

6. e.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 03/17/2025

SUBJECT: Cleo Murdoch Neighborhood Park

STAFF RECOMMENDED ACTION:

Discussion

Executive Summary:

Discussion on the soft open of the new park plus the future grand opening events in June.



Parks & Recreation

8. a.

From: Cathy Guetschow, Administrative Specialist

DATE: 03/17/2025

SUBJECT: PROSE Monthly Newsletter - February 2025

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Monthly Newsletter - February 2025



PARKS, RECREATION, OPEN SPACE, AND EVENTS

FEBRUARY 2025 NEWSLETTER

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



The Dominating Ducks vs The Lumberjacks (2nd /3rd Grade Basketball game)



Girl shoots for the hoop

Exciting Season of Youth Basketball at Hal Jensen Recreation Center

This season of Youth Basketball at Hal Jensen Recreation Center was a tremendous success, with 260 kids participating —nearly doubling last year’s numbers! In total there were eight regular-season games, with practices held at the Recreation Center and Sinagua Middle School. A highlight from the season was NAU Night, where players were granted free admission to the NAU basketball game on February 8th by wearing their jerseys. Chick-fil-A generously sponsored the league, providing a kids’ meal to one player from each team after every game. The season was filled with fun, teamwork, and plenty of smiles, thanks to the dedication of our coaches and the enthusiasm of all the players!



Boy defends the ball

PARKS

Welcome New Parks Maintenance Workers and Parks Technicians!

Parks is very excited to have almost a full staff again with only three current vacancies. Welcome Parks Maintenance workers Jaden Wiley and Kyle Cameron and Parks Technicians, Israel Armenta, Kob-Bar-Li (Kobi) Sillan and Jonathan Guetter.



Kobi, Jonathan, & Israel



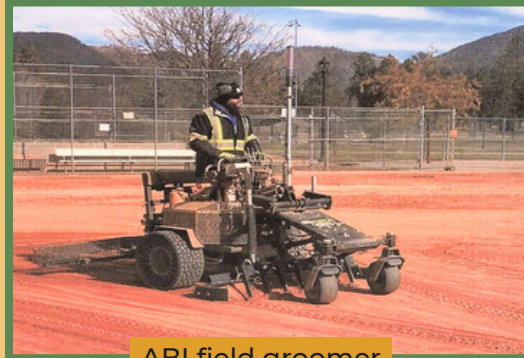
Kyle & Jaden

Parks Projects in Full Swing

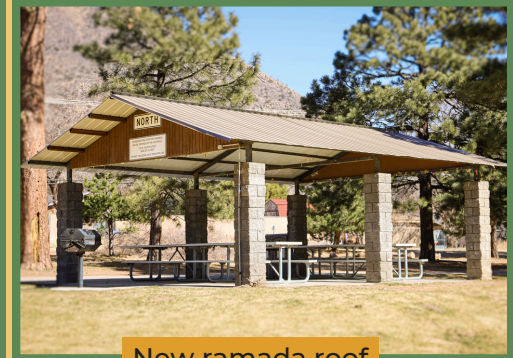
The unseasonably warm weather has allowed Parks staff to get a head start on annual baseball field maintenance and complete several improvement projects throughout the community.



New fence at the Aquaplex



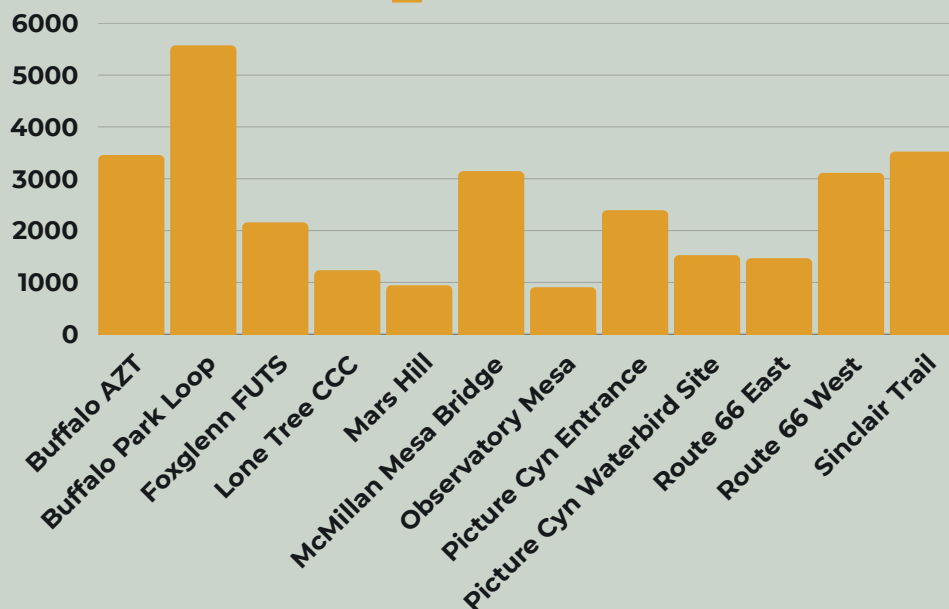
ABI field groomer



New ramada roof

January 2024 Trail Counts

Number of Users



Some projects complete this month:

- Installed a new steel fence on the east side of the Aquaplex
- Replaced the roof on the north ramada at Bushmaster Park
- Replaced concrete walkway at Hal Jensen Recreation Center
- Added a new memorial bench with concrete pad at Buffalo Park
- Began field maintenance, including replacing pitching rubbers and home plates, cutting grass edges, and adding fresh clay to high-use areas, and laser-leveling the infield with the ABI field groomer



Public Skate at Jay Lively

RECREATION

Jay Lively Activity Center - Busy Hosting Events & Facility Improvements

Jay Lively Activity Center has been busy this month hosting NAU hockey games, birthday parties, field trips and more! A new sound system was installed and has greatly improved the experience at public skate sessions. A broken bathroom door in the orange locker room was repaired, all work orders have been completed, and the backup Zamboni is back in action thanks to Fleet Services. Additionally, regular ice maintenance has kept the ice in top condition and staff have implemented a new ice measurement system to ensure consistent quality. Lastly, the April hockey tournament is filling up fast, with only three spots remaining.

Aquaplex Kids Club Upgrade

The Aquaplex recently received a generous donation of supplies and furniture for Kids Club. These additions have made a significant improvement, creating a more inviting and functional environment for all to enjoy.



Boys playing racquetball



Kids Club

Racquetball Courts at Hal Jensen are Back in Action!

In response to some community feedback, both racquetball courts at Hal Jensen have been cleared out and are open for play once again!

Black History Month at Hal Jensen Recreation Center

Hal Jensen Recreation Center welcomed approximately 70 attendees for a special Dinner and Movie Night in celebration of Black History Month. Guests enjoyed a screening of a featured film while eating delicious soul food. To further honor the month, staff displayed posters of prominent historical figures throughout the facility, creating an engaging and educational atmosphere for all who came through.



OPEN SPACE

Restoration and Preventative Maintenance

After a couple of volunteers helped start the project in December, Open Space staff Ashlee Fliney and Sylvia Struss finished painting the foot bridge over the Rio de Flag at Picture Canyon Natural & Cultural Preserve. This long-overdue project has given the bridge a fresh, revitalized look!

In order to prevent illegal motorized travel, Parks staff lent some time and equipment to place large boulders at key trail access points to Picture Canyon and Observatory Mesa. These strategically positioned boulders serve as natural barriers, protecting the trails and preserving the area's natural beauty.



Foot bridge



Rock barriers at Observatory Mesa



Killip student at the STEM Night

Killip Elementary STEM Night

Open Space educator, Ashlee Fliney hosted a booth at Killip Elementary School's Family STEM Night, where over 300 children and family members stopped by to explore the signs of wildlife found at Picture Canyon. Through interactive displays and hands-on learning, families had the chance to discover the diverse species that call this natural area home!



Students with their cameras

Photography Students Visit Picture Canyon

A group of 31 photography students from Chandler High School visited Picture Canyon for a guided hike, capturing the beauty of the landscape through their lenses. The students photographed scenic vistas, wildlife, and cultural sites to feature in their end-of-quarter portfolios.



Adult Basketball

EVENTS, MARKETING & ATHLETICS

Adult Winter Basketball League Wraps Up Second Session

The second session of the Adult Winter Basketball League came to a close last week. The 51's claimed victory in the Monday/Wednesday circuit, while Step Bros took the title in the Tuesday/Thursday circuit. There are so many fantastic players in the community, congratulations to everyone that participated. To capture some of the excitement, the Events and Marketing Coordinator snapped some awesome action shots during one of the final games.



Action shots from Adult Basketball



Concerts in the Park - Call for Musicians

The Events and Marketing team released their call for musicians for Concerts in the Park. They are searching for family-friendly musicians to perform a 2-hour set on a Wednesday night in June or July for the annual series. Interested musicians should email their demo to: SpecialEvents@flagstaffaz.gov by March 21st. Audio will be provided by Peaks Entertainment.

Stay connected!



CONCERTS IN THE PARK
Call for Musicians

FAMILY FRIENDLY
Performances on Wednesday nights in June & July

Send your demo to
SpecialEvents@flagstaffaz.gov

