

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
APRIL 21, 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 - March 17, 2025**

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. Civic Space at the Downtown Connection Center Discussion
- B. Upcoming Special Events Season Informational only
- C. Sport Courts at Bushmaster Park Update Informational on the bid process

7. **City Council Liaison Report - Councilmember Anthony Garcia**

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

- A. PROSE March 2025 Monthly Newsletter

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 April 17, 2025, at 3:00 p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this 17th day of April, 2025.

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: 04/21/2025

SUBJECT: Approval of Minutes - March 17, 2025

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Approval of March 17, 2025 Minutes

DRAFT

PARKS AND RECREATION COMMISSION MEETING MINUTES

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**

Chair Parsons called the meeting to order 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
Neil Frazier - present
Autumn Layden-McLeod - present (Teams)

Jill Christensen - present
Josh Stackhouse - present
Vacancy
Councilmember Anthony Garcia - present

Staff and Others Present

Amy Hagin, Assistant Parks and Recreation Director
Tyrone Johnson, Recreation Manager
Rebecca Sayers, Parks, Recreation, Open Space and Events Division Director
Cory Woodall, Project Administrator for Beautification, Arts and Sciences
Danielle Foushee, member of the public presenting for BIA Grant Proposal

3. **Land Acknowledgment**

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4. **Approval of Minutes**

A. **Parks and Recreation Commission Meeting Minutes - 1/13/25**

Co-Chair Kerr motioned to approve the January 13, 2025; minutes as written. Commissioner Frazier seconded. The vote was unanimous in favor of approval.

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

Co-Chair Kerr motioned to approve the February 24, 2025; 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. **BIA Grant Proposal for Smokerise Park Basketball Court**

Danielle Foushee shared a presentation and shared the details of a proposal to paint the concrete basketball court at Smokerise Park as part of a Beautification in Action grant. Cory Woodall discussed the process for support from the Commissioners and next steps. Commissioners had a few questions regarding adjustments to the use of the court and maintenance. Amy Hagin responded regarding the use of the amenity and maintenance. Co-Chair Kerr made a motion to support the grant application and the project. Commissioner Stackhouse seconded, and the vote was unanimous in favor.

B. **Recreation Center Maintenance Work in April and May**

Tyrone Johnson updated the Commission on upcoming larger maintenance needs at the Aquaplex and Jay Lively Activity Center and informed the Commission regarding the upcoming maintenance closures at both recreation centers.

C. **Update on Sport Courts at Bushmaster Park**

Amy Hagin updated the Commission on the upcoming capital project regarding the reminder that an alternate design was created in the fall and winter of 2024. Currently, one Job Order Contracting (JOC) vendor is looking at the project while the Invitation for Bid (IFB) is being prepared to be sent out. Amy explained the difference between a JOC and IFB. Staff will keep the Commission up to date on the progress.

D. **Highland Mesa Park Update**

Amy Hagin presented the concept design for Highland Mesa Park, which was created as part of the neighborhood outreach performed from July to October 2024. The park now has the name of Highland Mesa Park, replacing the in-general name of West Side Park. The amenities of the park were described from the concept design which is currently under design review process with the City of Flagstaff.

E. **Cleo Murdoch Neighborhood Park**

Amy Hagin shared a presentation of images of the completed Community Development Block Grant (CDBG) funded park in the Southside Community adjacent to the Murdoch Center. The park is open through a soft opening with a June celebration currently under planning inclusive of a Concert in the Park, a chess tournament and other programming for Juneteenth.

7. **City Council Liaison Report**

Councilmember Garcia shared information regarding the Land Availability and Suitability Study and Code Analysis Project plus to ask that the community get involved with filling out the questionnaire.

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

Commissioners expressed appreciation of being informed of the programming occurring at the recreation centers.

A. **PROSE Monthly Newsletter - February 2025**

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

- Field trip for next meeting
- Rio de Flag coordination and Thorpe Park
- Cheshire Park status

- Racquetball at Hal Jensen
- Route 66 park inquiry

10. **Agenda Items for the Next Meeting, April 21, 2025**

- Thorpe Park field trip including Indigenous Community Cultural Center
- Meet the Park Ranger

11. **Adjournment**

Chair Parsons adjourned the meeting at 5:20 PM.



Parks & Recreation

6. A.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 04/21/2025

SUBJECT: Civic Space at the Downtown Connection Center

STAFF RECOMMENDED ACTION:

Discussion

Executive Summary:

In partnership with Mountain Line, as part of the Downtown Connection Center project, a civic space has a concept design for PROSE to maintain that includes a splash pad, a public restroom, a park space, a tree grove, an art installation plus a space for food trucks. The concept design is seeking support from the Parks and Recreation Commission.

Attachments

DCC Civic Space

City of Flagstaff Civic Space

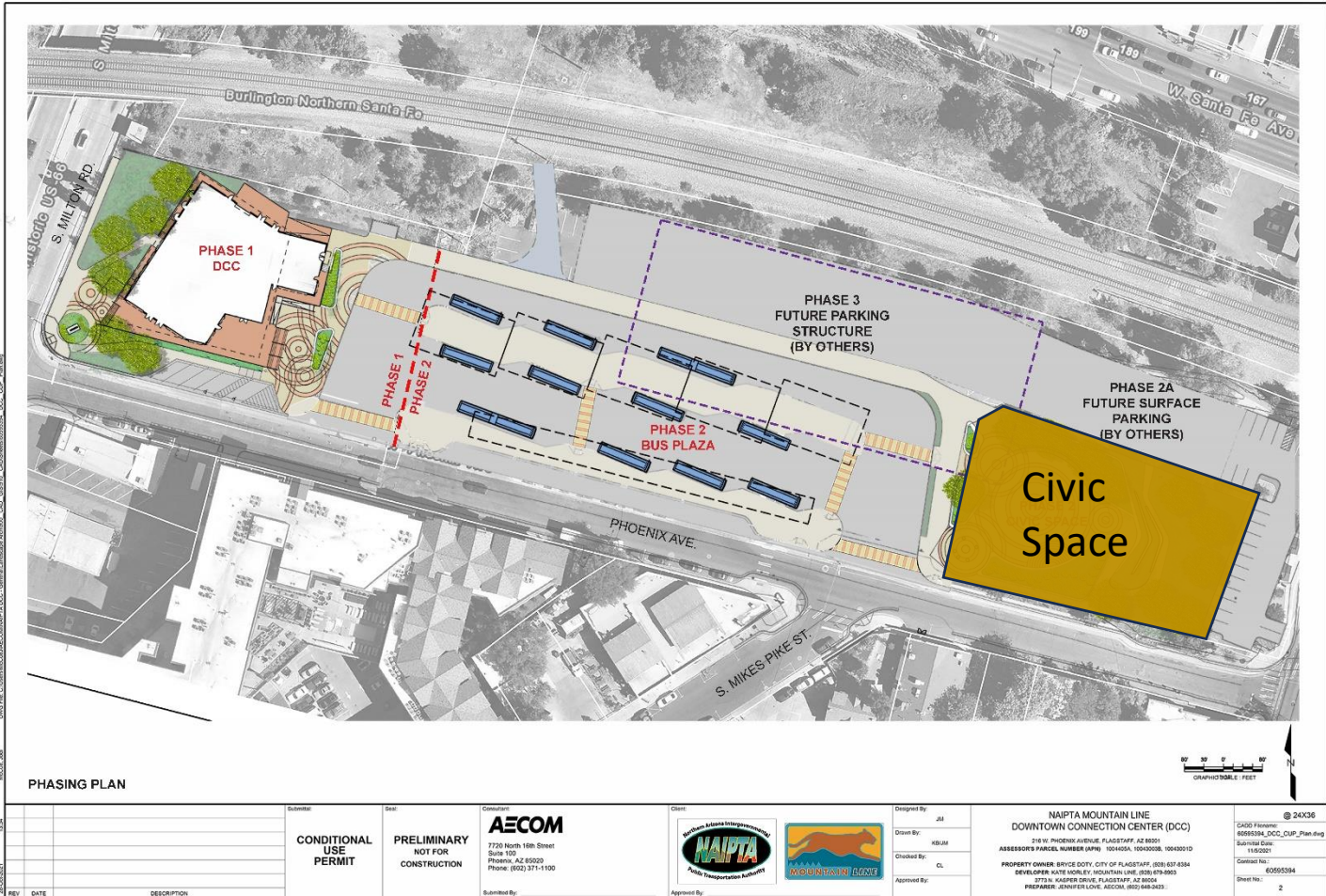


CITY OF FLAGSTAFF CIVIC SPACE | PROGRAM CONCEPTS

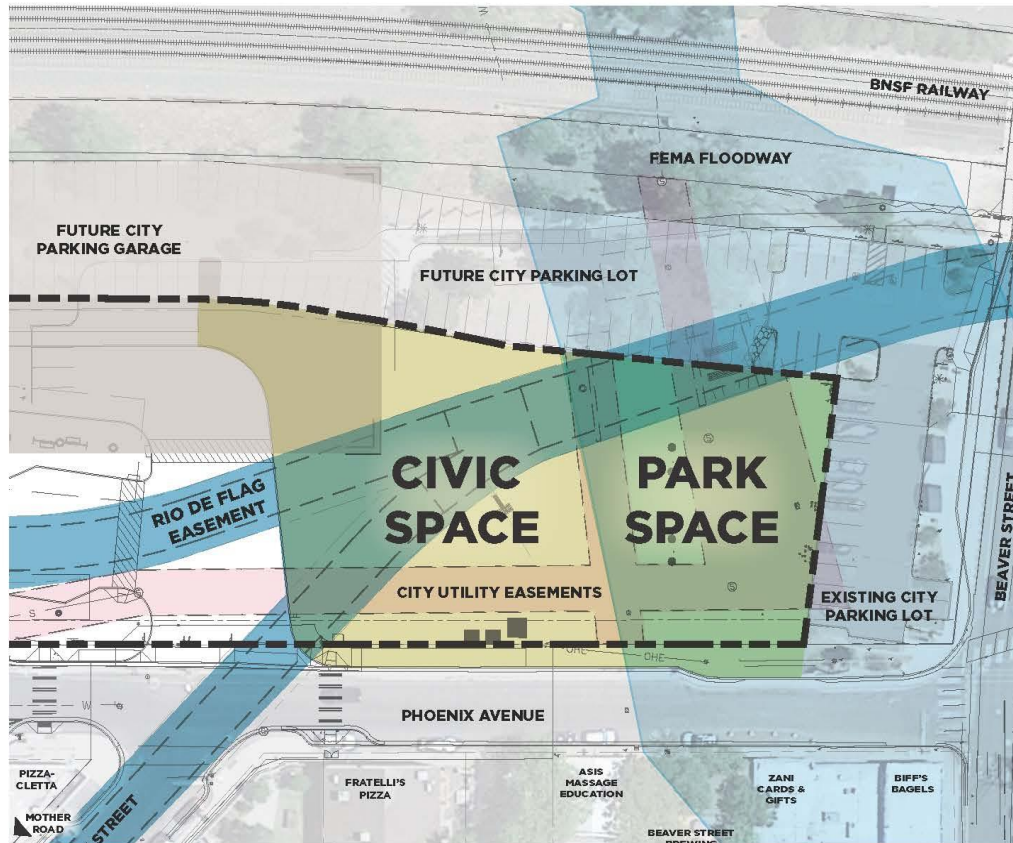
02/21/2025



Downtown Connection Center Phasing Plan

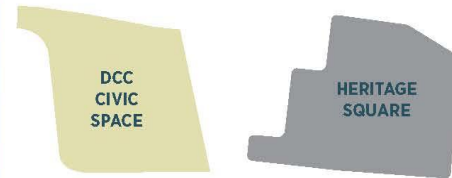


Site Location

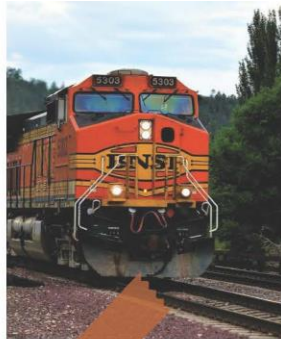
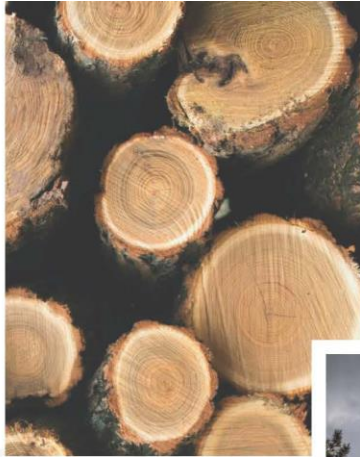


OPPORTUNITIES & CONSTRAINTS

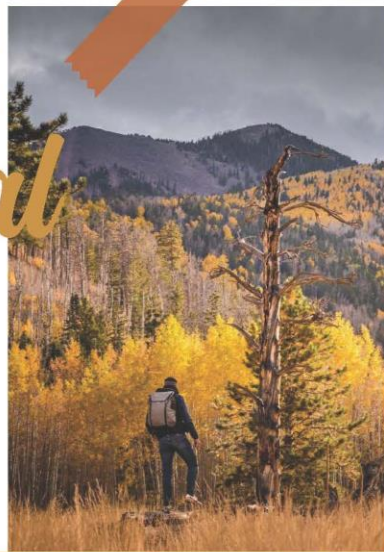
- + UNIQUE PUBLIC SPACE SIMILAR IN SIZE TO HERITAGE SQUARE FOR THE SOUTHSIDE COMMUNITY
- + THERE ARE LIMITATIONS ON THE TYPES AND LOCATIONS OF AMENITIES AND PROGRAM DUE TO EXISTING EASEMENTS, UTILITY CONSTRAINTS AND THE FEMA FLOODWAY



Public Outreach - Themes



Natural
Fluid
Kinetic



CITY OF FLAGSTAFF CIVIC SPACE | PROGRAM CONCEPTS

02/21/2025



Public Outreach - Themes



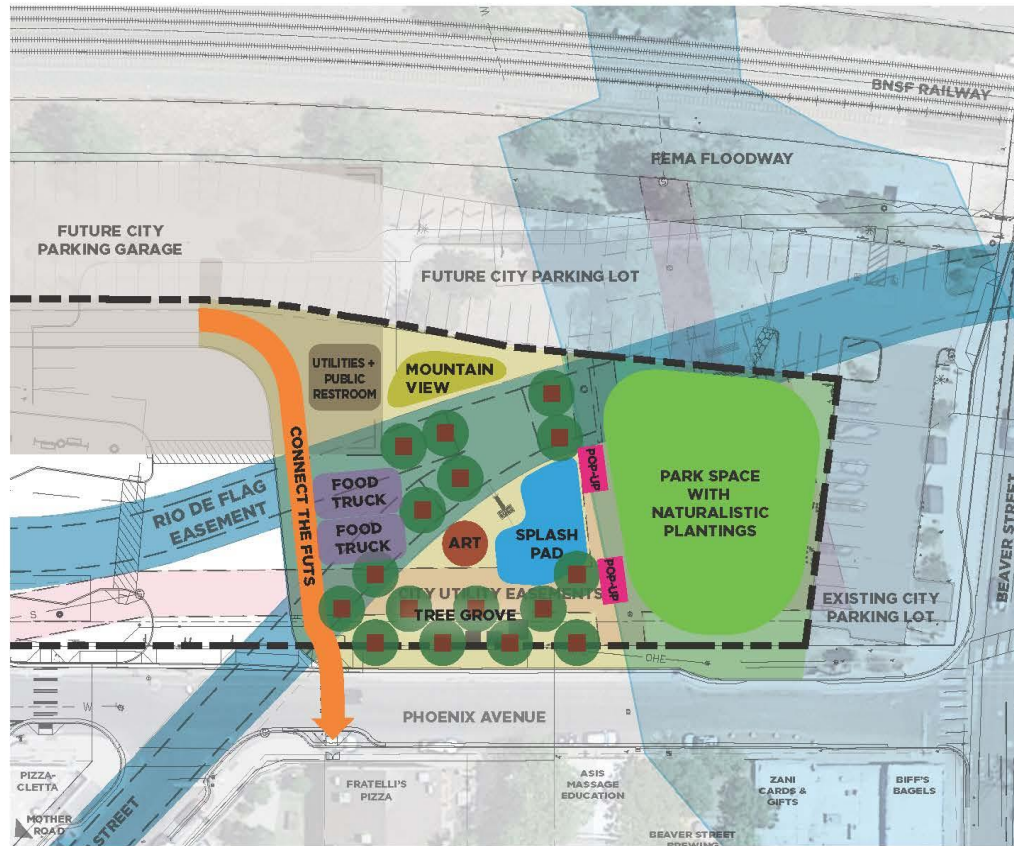
*Modern
Uplifting
Celebratory*

CITY OF FLAGSTAFF CIVIC SPACE | PROGRAM CONCEPTS

02/21/2025



Bubble Diagram



PRELIMINARY PROGRAM CONCEPTS

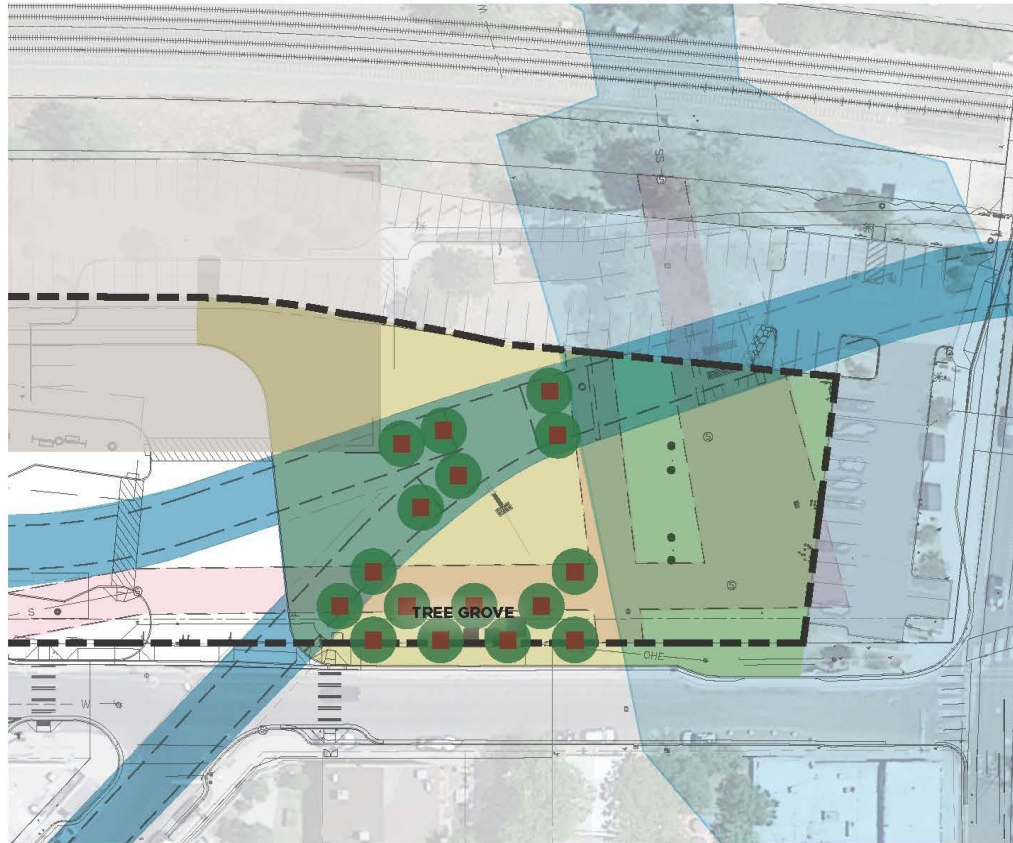
- + PROGRAM IS REFLECTIVE OF CITY OF FLAGSTAFF'S REQUEST FOR AMENITIES FOR THE SPACE. CITY WILL OPERATE AND MAINTAIN THE CIVIC SPACE.
- + PROGRAM ELEMENTS ARE A PRODUCT OF COMMUNITY OUTREACH GOING BACK TO 2020
- + PROGRAM ELEMENTS ARE PLACED TO BEST WORK WITH SITE'S CONSTRAINTS

LEGEND

	LEASE BOUNDARY		UTILITIES + PUBLIC RESTROOM	BUILDING FOR SPLASH PAD EQUIPMENT AND A PUBLIC RESTROOM
	FUTS TRAIL CONNECTION		MOUNTAIN VIEW	RAISED AREA TO VIEW PEAKS
	TREE IN MOVABLE PLANTER			NATURAL PARK AREA
	SOUTHSIDE GROVE SCULPTURE			INCLUSIVE SPLASH PAD - YEAR ROUND PLAZA
	POP-UP STAGE OR CONCESSION			
	FOOD TRUCK AND CAFE SEATING			



Trees

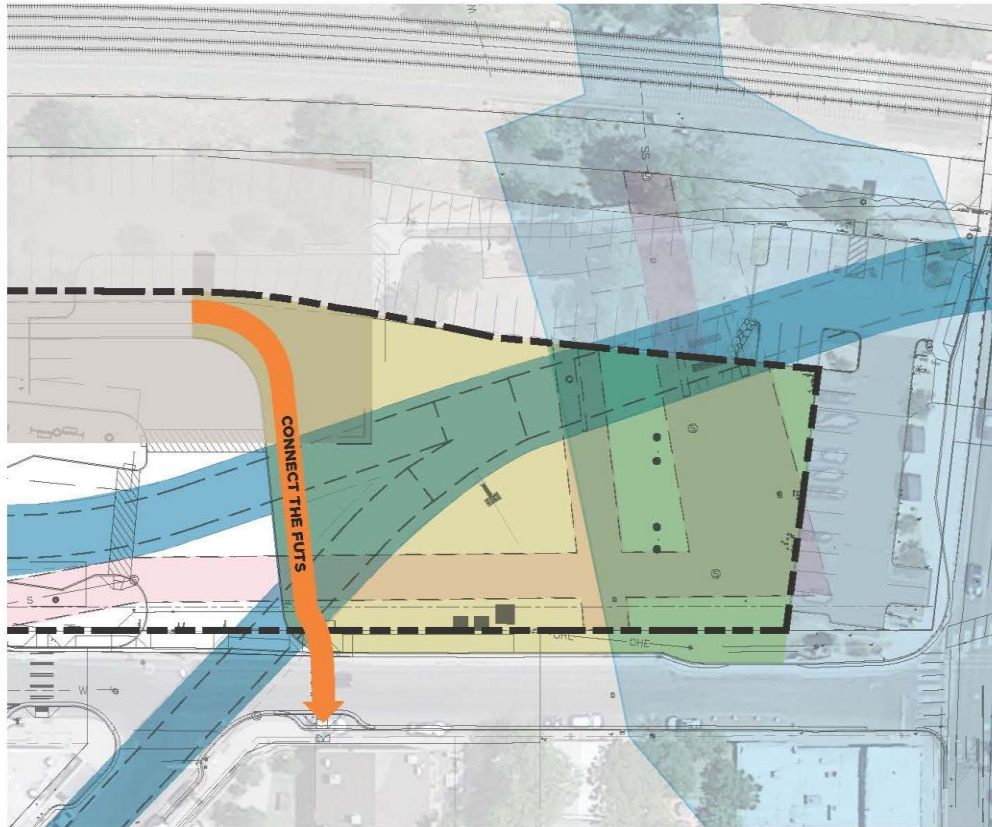


TREES IN PLANTERS

- + INCORPORATE TREES AND SHADE WITH THE USE OF MOVABLE PLANTERS
- + PLANTERS WOULD INCLUDE A PLACEMAKING ASPECT SUCH AS AN INTERESTING SHAPE OR PATTERN



FUTS



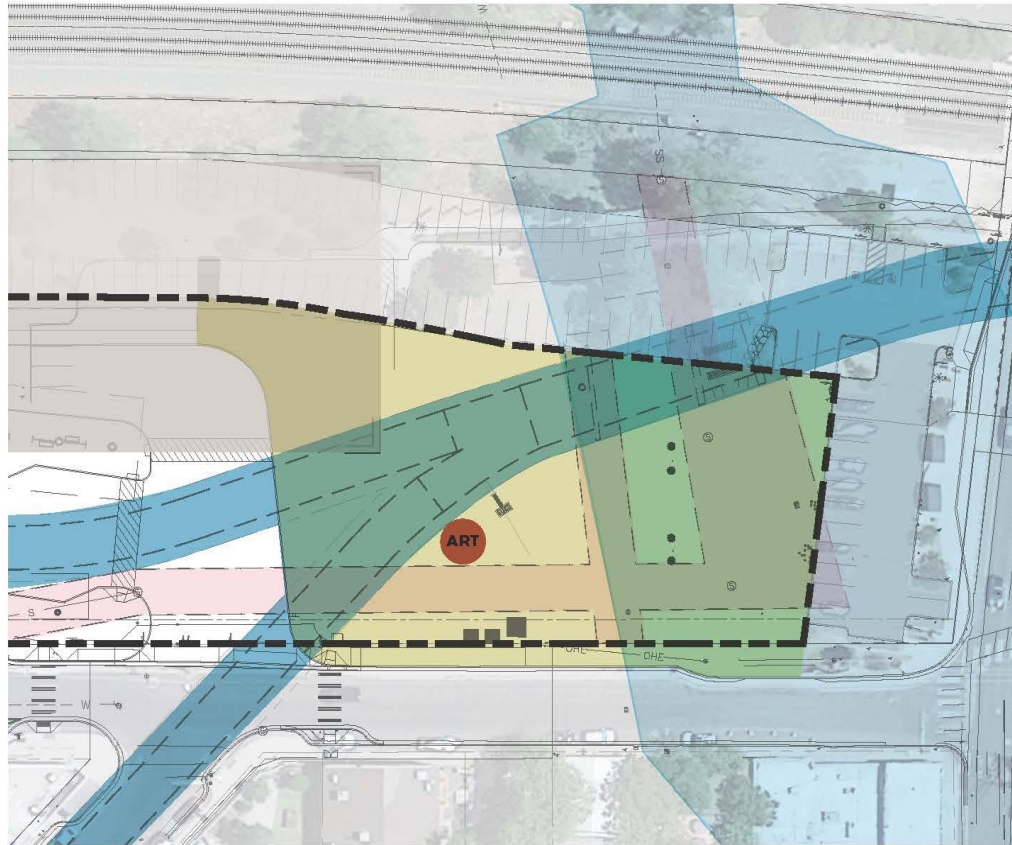
FUTS CONNECTION

- + INCORPORATE THE FUTS CONNECTION INTO THE CIVIC SPACE USING BEST IN PRACTICE TRAIL CONCEPTS

PROJECT EXAMPLE: MONON BLVD + MIDTOWN PLAZA



Public Art



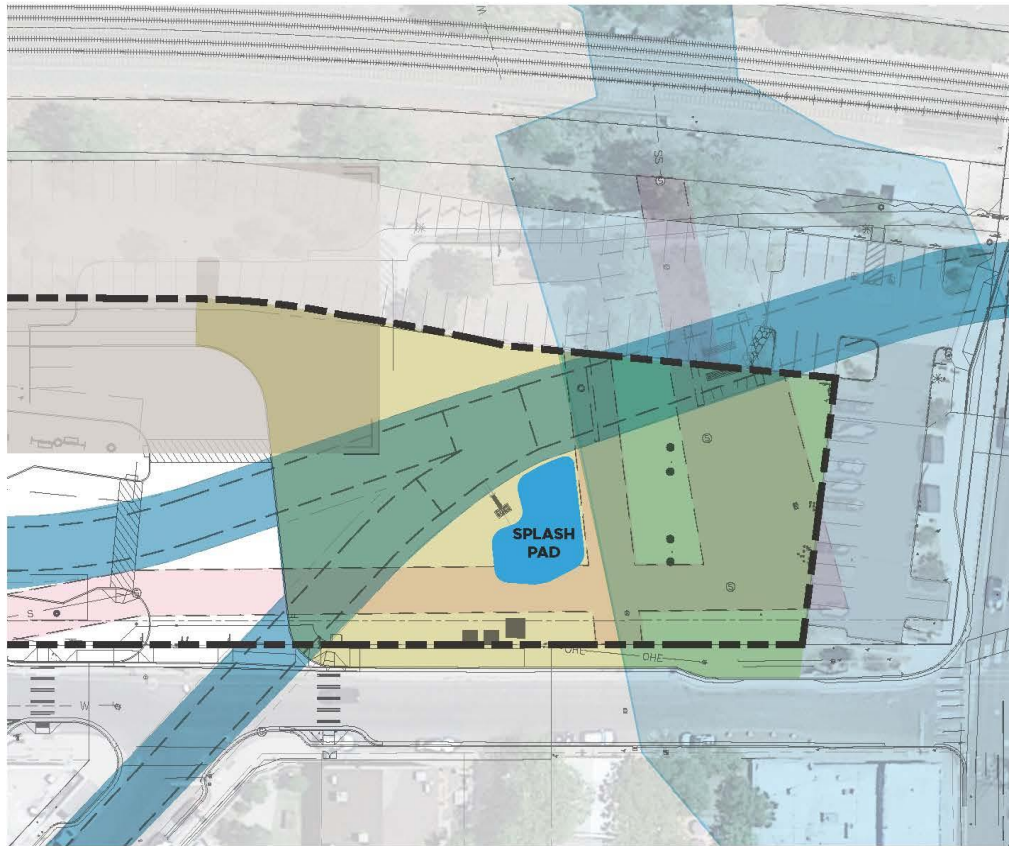
PUBLIC ART

- + SOUTHSIDE GROVE BY HADDAD DRUGAN WILL RELOCATE FROM THE DOWNTOWN CONNECTION CENTER PHASE 1 TO THE CITY OF FLAGSTAFF CIVIC SPACE

IMAGE: SOUTHSIDE GROVE BY HADDAD DRUGAN



Splash Pad



INCLUSIVE SPLASH PAD

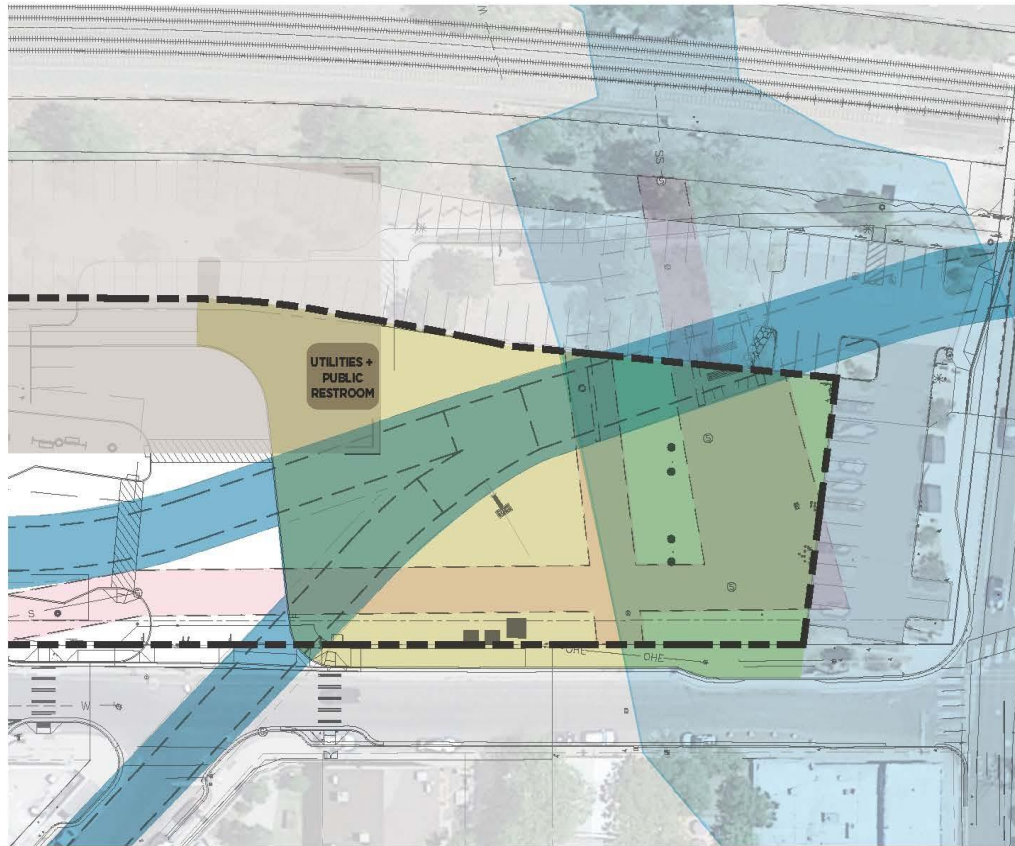
- + PROVIDE AN INCLUSIVE, UNIVERSALLY DESIGNED SPLASH PAD THAT ACTIVATES THE CIVIC SPACE WITH OR WITHOUT WATER
- + USE A RECIRCULATING SYSTEM FOR WATER CONSERVATION

PROJECT EXAMPLE: SPLASH PAD



NORTH
SCALE: 1"=40'-0"

Public Restroom/Mechanical

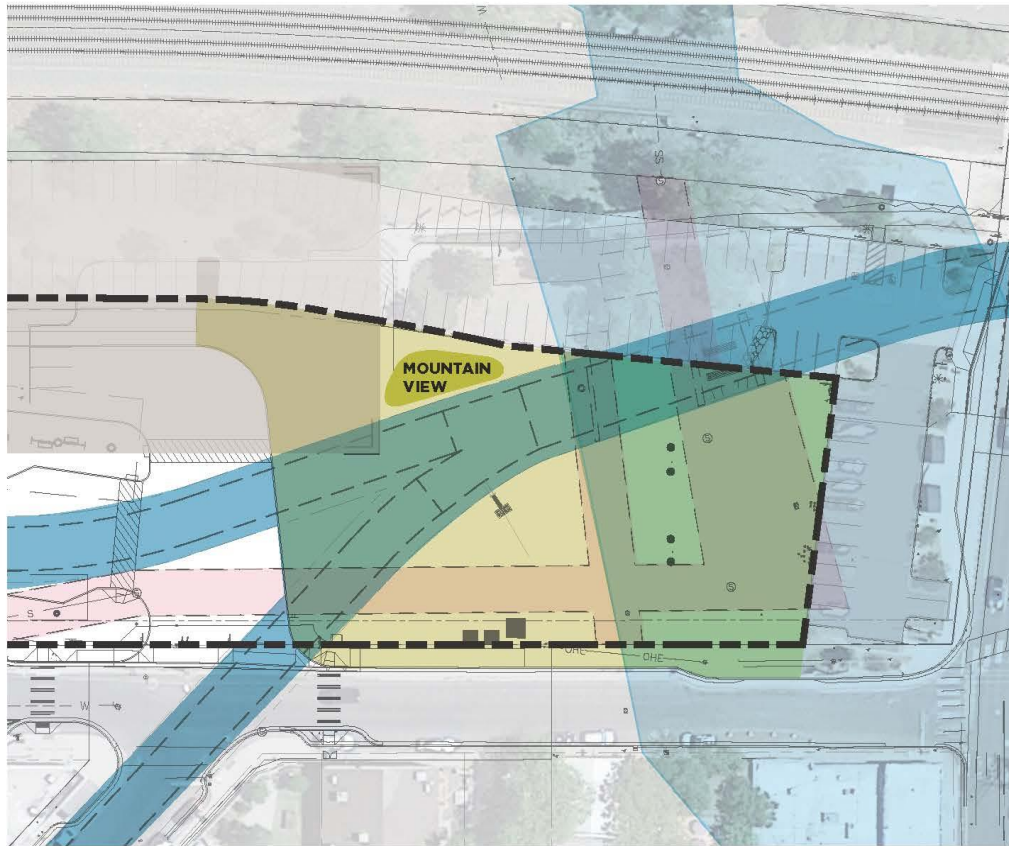


MECHANICAL BUILDING + PUBLIC RESTROOM

- + MECHANICAL EQUIPMENT WILL BE REQUIRED FOR THE SPLASH PAD
- + THIS EQUIPMENT WOULD COMBINE WELL WITH A GENDER-NEUTRAL SINGLE RESTROOM
- + A PUBLIC RESTROOM WOULD MAKE THE SPACE MORE INCLUSIVE FOR PARK USERS

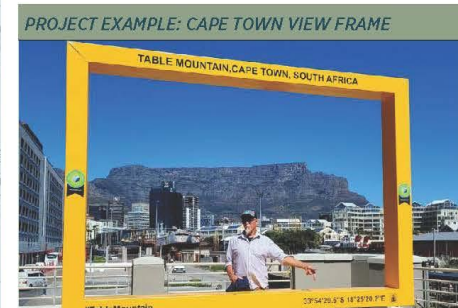


Photography Viewpoint

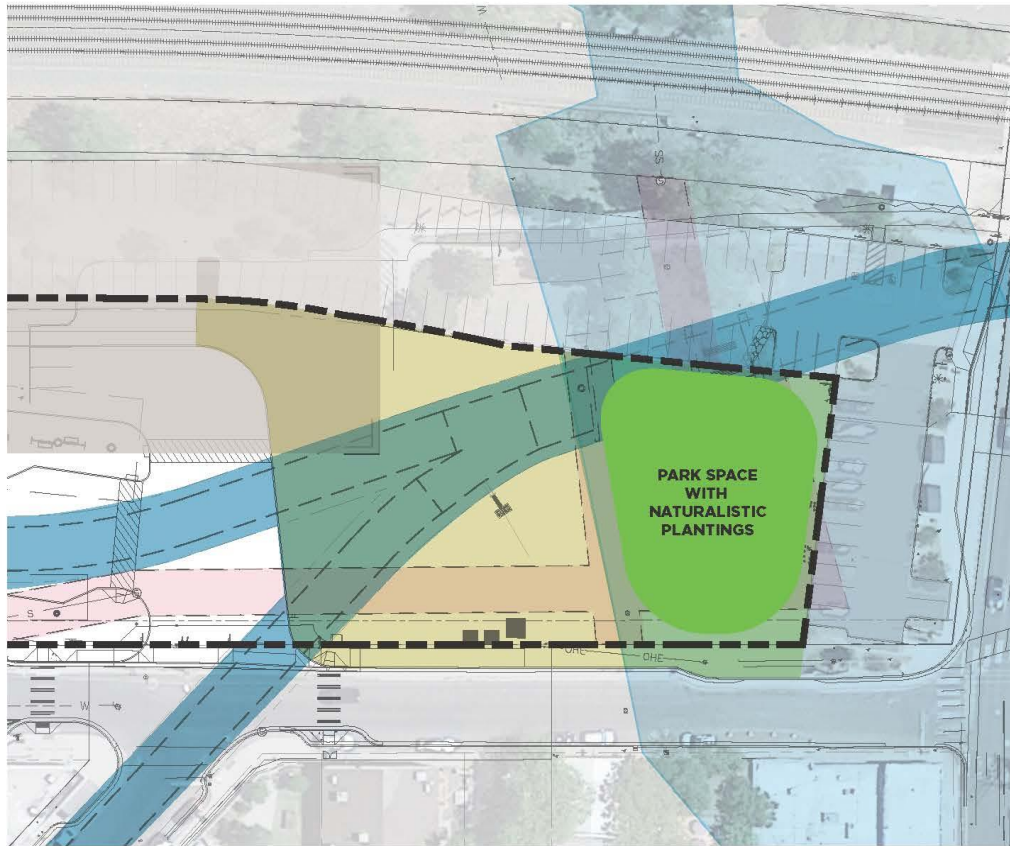


CELEBRATE MOUNTAIN VIEW

- + HIGHLIGHT THE VIEWS OF THE PEAKS WITH A BUILT FEATURE
- + THIS AREA COULD DOUBLE AS A STAGE FOR GATHERINGS AND LARGER EVENTS



Naturalized Park - Floodway

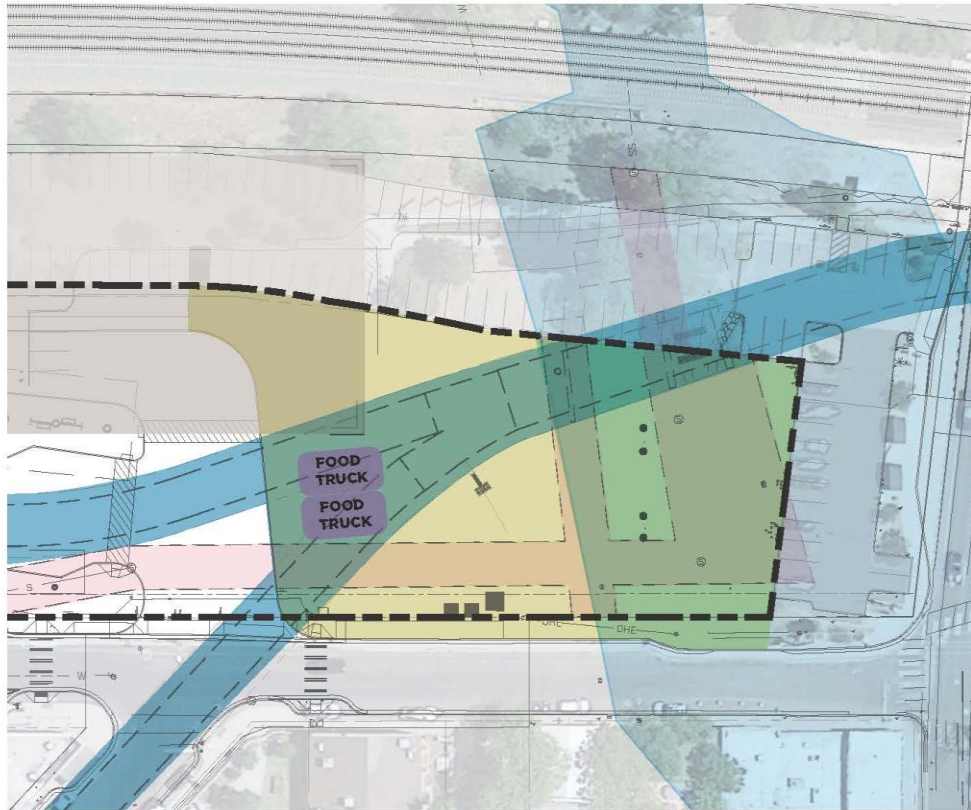


ENHANCED PARK IN THE FLOODWAY

- + UPDATE AREA WITHIN THE FLOODWAY TO NATURALLY LANDSCAPED AND INCLUDE SERENE PARK FEATURES



Food Trucks



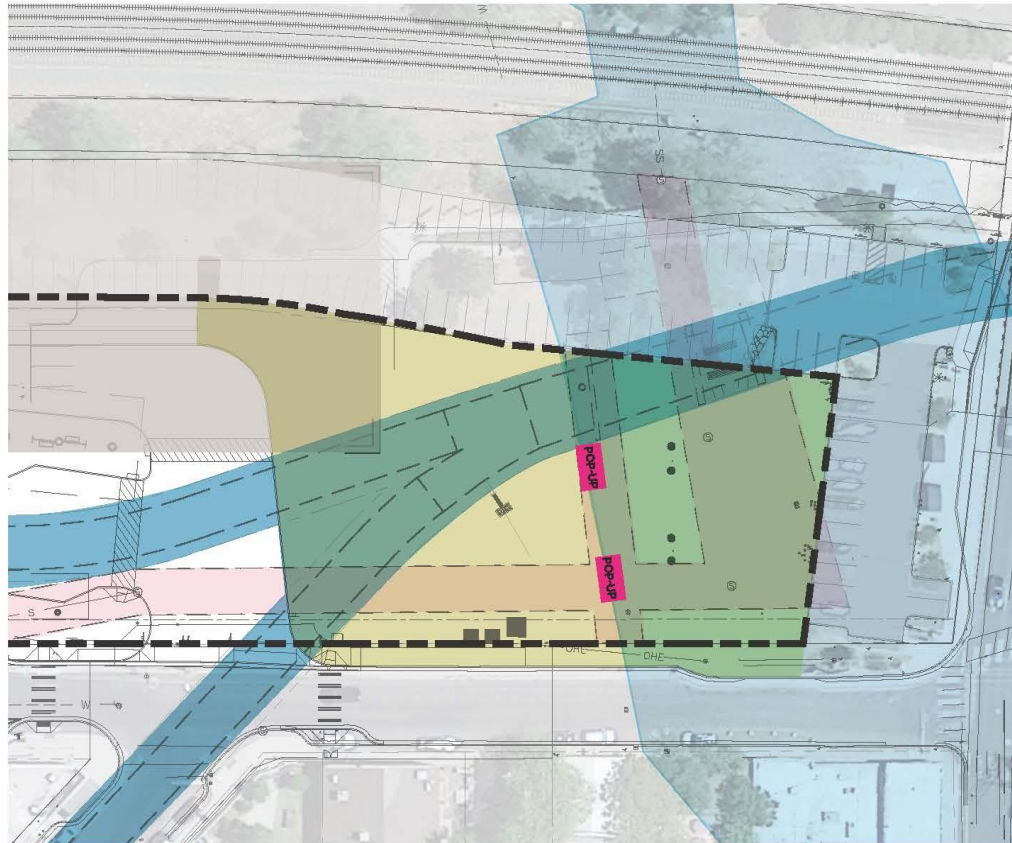
FOOD TRUCKS / CONCESSIONS

- + FOOD TRUCK PARKING PROVIDES A FLEXIBLE PROGRAM ABOVE RESTRICTIVE EASEMENTS
- + THIS CAME FROM COMMUNITY INPUT AND WAS WELL RECEIVED INITIALLY BY NEIGHBORING BUSINESSES, BUT NEEDS TO BE VETTED FURTHER

PROJECT EXAMPLE: FOOD TRUCKS ON CITY STREET



Pop-Up Stage



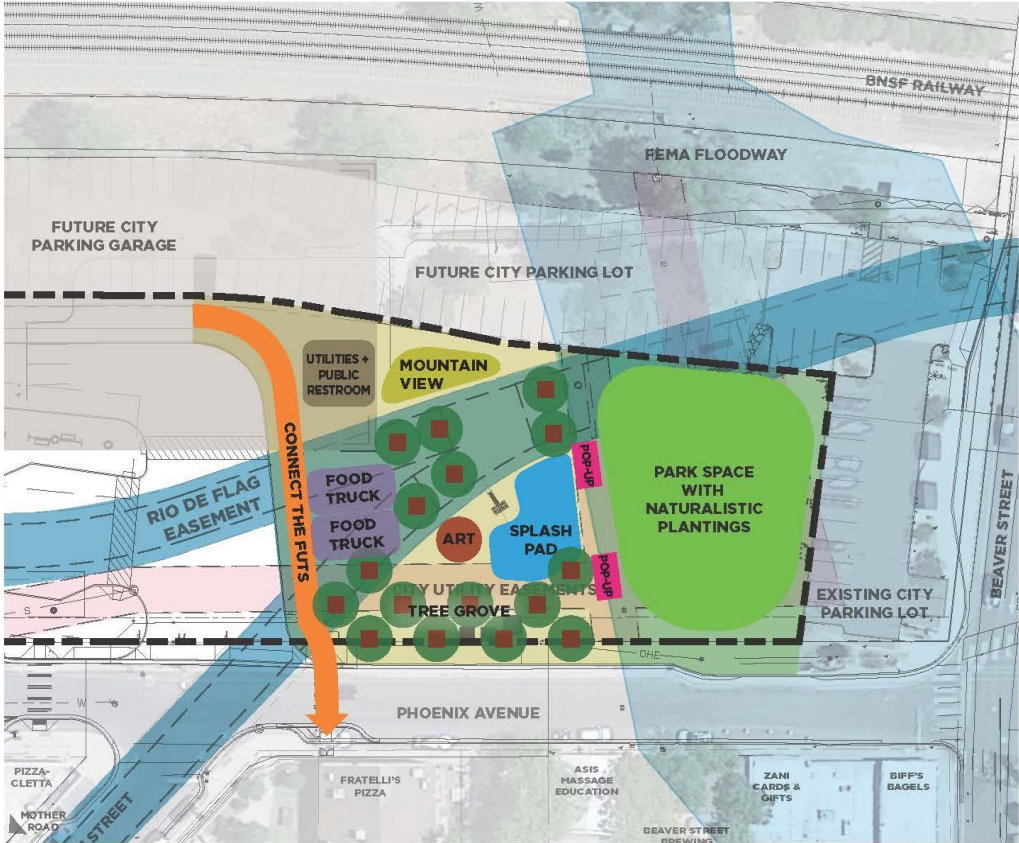
POP-UP STAGE OR CONCESSION

- + INCLUDE SPACES FOR CONCERTS AND COMMUNITY EVENTS
- + SPACES COULD BE LOCKED WHEN NOT IN USE
- + CAN HAVE MURAL OR ARTISTIC ELEMENT SO THAT THE POP-UP STAGES ARE STILL VIBRANT WHETHER CLOSED OR IN USE



Bubble Diagram – Q&A

QUESTIONS + COMMENTS





Parks & Recreation

6. B.

Co-Submitter: Haley Reynolds, Events and Marketing Manager
From: Amy Hagin, Assistant Parks and Recreation Director
DATE: 04/21/2025
SUBJECT: Upcoming Special Events Season

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Description of the upcoming summer season of special events and athletics.



Parks & Recreation

6. C.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 04/21/2025

SUBJECT: Sport Courts at Bushmaster Park Update

STAFF RECOMMENDED ACTION:

Informational on the bid process

Executive Summary:

informational on the bid process



Parks & Recreation

8. A.

From: Cathy Guetschow, Administrative Specialist

DATE: 04/21/2025

SUBJECT: PROSE March 2025 Monthly Newsletter

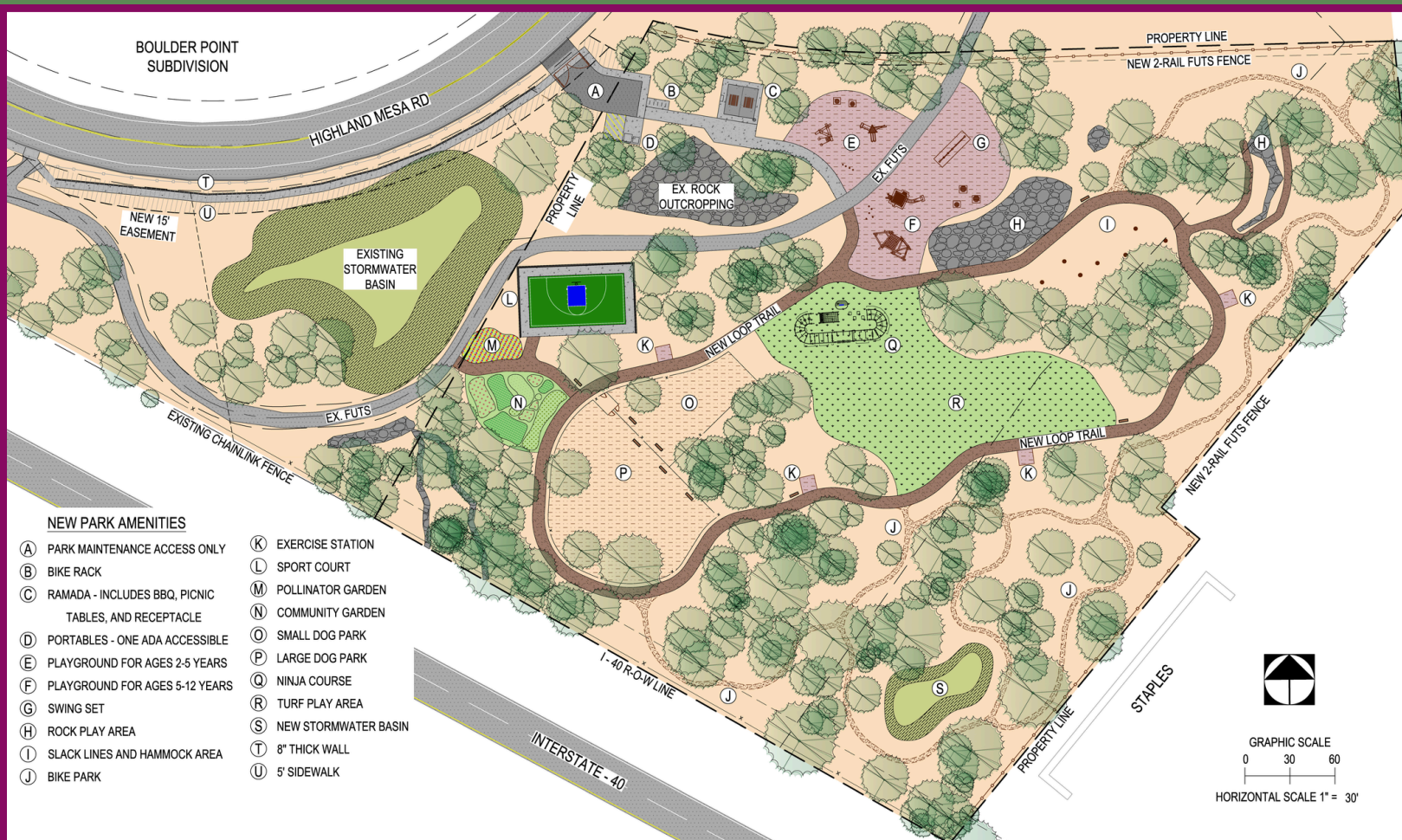
STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE March 2025 Newsletter

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



Highland Mesa Park Concept Design Unveiled

A community-driven vision for the future neighborhood park has arrived! Highland Mesa Park will be the first park developed from undeveloped land in our community since 2003, marking a significant milestone in our shared outdoor spaces. This concept was shaped through extensive outreach and collaboration with the immediate community. Through surveys, public meetings, and input sessions, residents shared their ideas and priorities, helping to create a design that reflects the needs and character of the neighborhood. The thoughtfully designed concept embraces the area's natural beauty, preserving the existing tree canopy while seamlessly integrating a scenic bike path that follows the terrain. With a focus on sustainability and recreation, Highland Mesa Park aims to offer amenities that will be enjoyed by all. Stay tuned for more updates as this park comes to fruition.



PARKS



Snow plow

Moving Snow!

Winter precipitation finally came in March, and the Parks team was hard at work managing snow operations.

During two snow events, over 900 human-hours were logged across 8 workdays to handle high-priority snow relocation tasks. A big thank you goes out to the Parks team for their dedication to ensuring safety for the community during these winter conditions.

Seedlings Sprout for Pollinator Gardens

As spring arrives, the Parks team has begun growing pollinator seedlings to support several pollinator gardens across local parks. These seedlings are initially nurtured under grow lights in the Parks maintenance shop before being transferred to the greenhouse in preparation for early summer planting. Varieties of milkweed, lupine, salvia, and more are being cultivated to help support local pollinator populations.



Seedlings



Last season's Pollinator Garden

February 2025 Trail Counts

● Number of Users



RECREATION

Get in the Game: Futsal at the Aquaplex!

The Aquaplex recently introduced indoor futsal into the mix of programs available in the afternoon. Futsal is a fast-paced, small-sided indoor soccer game played with five players per team. It uses a smaller, heavier

ball, promoting skill development, quick passes, and teamwork in a fast, exciting setting.

Youth play from 4:00pm - 5:30pm,

and adults from

6:00pm - 7:45pm.

It's FREE with a day pass or membership —no pre-registration needed, just show up and play!



Futsal at the Aquaplex

A promotional graphic for Futsal Open Play. It features a soccer ball in the foreground and a person's legs kicking a ball. The text reads: "FUTSAL OPEN PLAY at the Flagstaff Aquaplex Tuesdays & Thursdays YOUTH - 4:00pm - 5:30pm ADULT - 6:00pm - 7:45pm March 18 - April 24 FREE with a day pass or membership! PROSE PARK RECREATION OPEN SPACE & EVENTS 928-213-2300".

FUTSAL
OPEN PLAY
at the Flagstaff Aquaplex
Tuesdays & Thursdays
YOUTH - 4:00pm - 5:30pm
ADULT - 6:00pm - 7:45pm
March 18 - April 24 | FREE with a day pass or membership!
PROSE PARK RECREATION OPEN SPACE & EVENTS
928-213-2300



Spring Break at the Aquaplex and Hal Jensen Recreation Center

Over the school years' Spring Break, the Aquaplex hosted a successful kids' day camp, with over twenty campers participating each day. Children enjoyed swimming, rock climbing, and a variety of games and crafts. Hal Jensen also provided youth activities throughout the week. While the snow disrupted some planned outdoor field trips, campers still had a great time with indoor games and activities.

Jay Lively Activity Center Facility Improvements

Staff at Jay Lively Activity Center have been busy hosting groups and making facility improvements. The rink sound system has been upgraded thanks to donations made by the Flagstaff Figure Skating Club and Flagstaff Youth Hockey Association. Speakers have been repositioned toward center ice, with additional ones directed at the benches, ensuring improved sound quality for everyone. Fleet services is currently working on restoring the backup Zamboni.

Staff are busy preparing for the upcoming April hockey tournament, including training for scorekeeping. Thanks to our team's dedication, ice conditions remain excellent, with consistent resurfacing improvements earning praise from user groups.



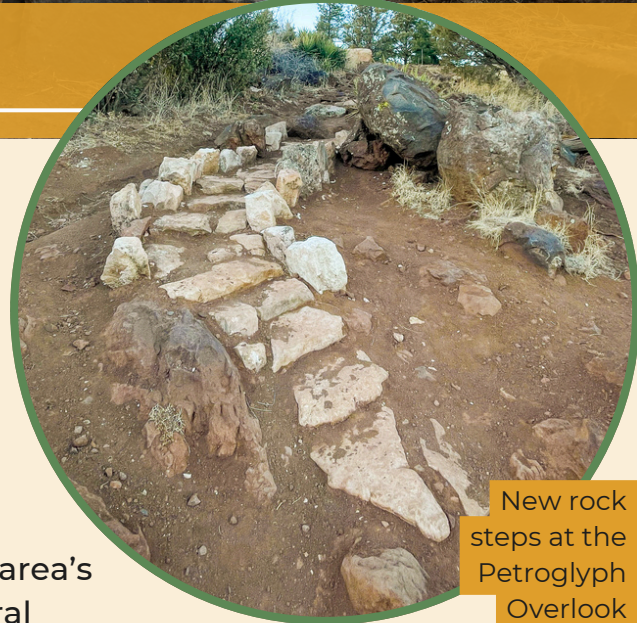
Zamboni on the ice



OPEN SPACE

Enhancing Picture Canyon: Recreational Trails Program Grant Project Completion

The Open Space Section is excited to share the successful completion of the Recreational Trails Program (RTP) grant project at Picture Canyon Natural and Cultural Preserve, made possible through the support of Arizona State Parks and Trails. This grant focused on restoring and repairing unauthorized roads and trails, and improving the visitor



New rock steps at the Petroglyph Overlook

experience while safeguarding the area's natural and cultural

heritage. Key improvements included trail maintenance along the Tom Moody and Don Weaver Trails, restoration of native vegetation, and the installation of new regulatory, boundary, archaeological site, and trail signs. Thanks to this project, Picture Canyon is better preserved for future generations, ensuring that visitors can continue to explore and appreciate this remarkable landscape.

New restoration area sign



Open Space Field Trips in Action

The Open Space education program is in full swing with outdoor field trips, classroom visits, and partnered events. Open Space educators have reached a total of 686 community members, including 531 youth this year.



Students use a hula hoop to examine species diversity

Spring field trips are already scheduled, and summer outreach programming is quickly filling up.

Field trip at McMillan Mesa



EVENTS, MARKETING & ATHLETICS



Don't Miss Out—Softball Registration Still Open!

Spots are filling up, but there's still time to secure your team for summer Softball! Friday divisions have 9 spots open each, while Sunday and Monday divisions still have nearly 50 spots available. Get your team together and register by April 11th to avoid late fees and join us for an exciting season on the field! The season begins April 27th.

Upcoming Events & Programs

Daddy Daughter Ball - An Enchanted Evening

Come out for an enchanted evening at this year's Daddy Daughter Ball on Saturday, April 19th, from 5:00 PM to 8:00 PM at the Hal Jensen Recreation Center. This special event welcomes all ages and genders to enjoy a night filled with dancing, professional photography, crafts, and a delicious dinner. Semi-formal attire is recommended to add to the enchantment of the evening.

The cost is \$50 per couple with an additional \$20 per extra guest. Be sure to **register by April 11th** at Hal Jensen Recreation Center, the Aquaplex front desk, or conveniently online.



Aquaplex Kids Summer Day Camp

Summer camp at the Aquaplex is just around the corner! Designed for children ages 6-11, this summer camp runs weekly from June through July and is packed with a variety of activities, including swimming, rock climbing, games, crafts, and a new theme each week. Camp hours are from 7:30 AM to 6:00 PM, providing a full day of engaging activities in a safe and supportive environment.

The cost is \$125 per week for members and \$150 per week for non-members. Learn more and register today online or at the Aquaplex front desk.



Stay connected!

