

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
AUGUST 18, 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.

Chair Stephen Parsons	Commissioner Lisa Lamberson
Vice Chair Austin Kerr	Commissioner Jill Christensen
Commissioner Neil Frazier	Commissioner Josh Stackhouse
Commissioner Camile Diab	Councilmember Representative: Anthony Garcia

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 July 21, 2025 Minutes](#)

5. **Open Call for 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. Update on Sport Courts at Bushmaster Park Capital Project
Informational
- B. Review of 5-Year Capital Plan
Discussion

7. **Reports and Updates**

- A. Council Representative Report, Council Representative Anthony Garcia
- B. [PROSE Monthly Newsletter \(July 2025\)](#)

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

9. **Agenda Items for next meeting**

10. **Adjournment**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on TBD, July TBD, at TBD p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this TBDth day of July, 2025.

Lori Reynolds

Lori Reynolds, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Lori Reynolds (lori.reynolds@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: Lori Reynolds, PROSE Admin Specialist

DATE: 08/18/2025

SUBJECT: [Approval of July 21, 2025 Minutes](#)

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

July 21, 2025 Minutes

MINUTES

PARKS AND RECREATION COMMISSION
MONDAY
JULY 21, 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 4:02 pm.

2. Roll Call

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

Chair Stephen Parsons - Present

Commissioner Neil Frazier - Present

Vice Chair Austin Kerr - Present

Commissioner Autumn Layden-McLeod - Not Present

Commissioner Jill Christensen - Present

Commissioner Josh Stackhouse - Present

Commissioner Camile Diab - Present (virtual)

Councilmember Rep: Anthony Garcia - Present (virtual)

Staff Present: Rebecca Sayers, Amy Hagin, Tyrone Johnson, Haley Reynolds, Lori Reynolds

3. Land Acknowledgement

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4. Approval of June 16, 2025 Minutes

5. Public Comment

Chair Parsons called for public comment on any items not on the agenda. There were no comments or requests.

6. Discussion Items

A. Staff recap of the July 4th Drone Show Special Event

Amy Hagin shared with the commission details of this year's July 4th drone show event. The drone show operator arrived at the launch site, Coconino High School around 2:30 PM and the rest of the PROSE team arrived around 4 PM. PROSE staff worked with Flagstaff Unified School District (FUSD) to confirm things on the launch site, making final adjustments per the request of the drone vendor. Amy added that the PROSE team had a briefing with the police department at 7 PM to discuss the impact to patrolling traffic. Programming for the event was held at the Aquaplex and Hal Jensen Recreation Center. Jay Lively Activity Center also hosted viewers, but they were directed to walk further up on the mesa to be able to see the drone show.

Commissioners provided PROSE staff with general feedback from their own experiences at the drone show and some feedback they heard from other viewers within the community. Councilmember Garcia mentioned that there was a common question that he heard from viewers at his viewing area, the BMX park in Sunnyside, whether the music playing on the radio was meant to go with the drone show. Chair Parsons asked if PROSE staff were taking any feedback from the public on the show. Amy replied that while they have not solicited the community for feedback, they have seen the comments of many social media postings which have provided a fair amount of feedback on the event. She also addressed the comment on the event's audio and added that the

sound recording was meant to be heard live, through the radio. If it was not heard through the radio and a streaming device was used instead, there would be an audio delay.

For any future drone events, Amy said that there was still an after-action meeting to be held with the Flagstaff Police Department and Economic Vitality in August which would provide more feedback. She is also aware of the need to look into a park and ride component of the event for future years.

The commissioners shared their appreciation for the event and the ability of the PROSE team to pull off this new even with only a few months to prepare.

B. FY 25 - 26 Capital Project Review

Amy Hagin provided the commission with an overview of projects that have been funded for this fiscal year and those that are currently in progress. She shared with the commission a breakdown of fiscal year projects on the television monitor in the conference room for the commission to view. The first item shown was the master plan project for PROSE. She said that as the master plan project progressed in development, there will be more interaction with the Parks and Recreation Commission, including focus groups and outreach within the community. For the time being, that project remains at the staff level as they navigate the process of requesting a proposal of solicitation for work on the master plan. She confirmed that this would be a brand-new master plan as the previous one completed was only for parks and recreation and did not include open spaces or events and marketing.

Carry Forward Items:

- **Parks:**
 - Parking canopy for the park's fleet vehicles.
 - Sidewalk repair in Thorpe Park for ADA compliance.
- **Recreation:**
 - A specialty piece of fleet equipment for Jay Lively Activity Center, a new zamboni.
 - Carry forward for funding needed to cover July 4th events.
- **Events:**
 - Receiving a 40K transfer for special event equipment rentals from Emergency Management Program.
- **Open Space:**
 - Grant items being carried forward for their projects.

Newly Budgeted Items for FY26:

- **Parks:**
 - Thorpe Park Annex - 100K has been spent on mitigation items needed. There are some funds left in the budget for this FY to cover remaining mitigation projects to be completed this year.
 - Bushmaster Park Sports Courts - completing new construction this year.
 - Heritage Park restroom project includes 250K that was a carry forward from the previous fiscal year. This project is currently in the design proposal process to determine what the cost will be to redesign the restrooms.
 - Phase two for the building that was the former public works yard. Amy shared that they have around 200K to put towards the facility and that they are looking into working with an indigenous contracted group, and the city's Indigenous Commission, that could help them identify how to use the money in support of the facility.
 - Cheshire Park expansion project - 1.5 million has been allocated for the future running track and multi-purpose field.
 - Highland Mesa Park
- **Recreation:**
 - Hal Jensen Recreation Center has a remaining 150K for design and installation of a new AC system. They are currently under contract for the design. Both the design and installation are expected to be completed this year.

C. Update on Parks and Recreation Month Events at Recreation Centers

Tyrone Johnson, Recreation Manager, shared an update with the commission on the progress of various events happening at the recreation centers for July's Parks and Recreation Month.

- Touch-a-Truck at Coconino High School had 38 vehicles present with over 1200 people in participation. Tyrone mentioned that they had a great variety of vehicles present, and they hope to be able to expand the event next year and make it a signature July event.
- Aquaplex pool party consisted of various games, rock painting, face painting, and an all-abilities obstacle course in partnership with Special Olympics. The Aquaplex staff built raised garden beds that kids got to add their painted hand prints to. There were around 1500 in attendance.
- Summer Luau at Jay Lively Activity Center invited participants to show off their Hawaiian-themed clothing while hitting the ice to cool off. There was also a beginner hockey class for adults held at the rink.
- Upcoming Events:
 - Open house at the Joe C. Montoya Community and Senior Center on July 26, 2025 from 10am - 2pm. They will be sharing with the public an opportunity to sample, for free, some of the various classes that they offer during the week. Tyrone added that while there are classes that focus on seniors, the Center is a community space for everyone.
 - Build Together, Play Together at the Hal Jensen Recreation Center on July 26, 2025 from 8am - 2 pm. This event is in partnership with Home Depot, giving kids the opportunity to build things. Participants will also be able to partake in lawn games. A fire truck and food vendors will also be present.

7. Reports and Updates

A. Council Representative Report, Council Representative Anthony Garcia

Councilmember Garcia shared that council is currently on a break right now and would resume during the last week of August. He did not have anything to share.

B. PROSE Monthly Newsletter

A question was brought up in regard to the June 2025 newsletter, addressing the article on trash cleanup on McMillan Mesa and whether the trash pileup was caused by one person or multiple. Rebecca confirmed that it was a single campsite and was a byproduct of Flagstaff's unsheltered population. She further elaborated that while the City of Flagstaff does have a no camping ordinance, the issue continues to persist.

8. Informational items to and from Commissioners and Staff

Amy introduced new commissioner Camile Diab to the commission. Camile expressed excitement for joining and shared that she is an avid outdoors person and has been in Flagstaff since 2011. The commission acknowledged the departure of Autumn Layden-McLeod and thanked them for their time spent on the Parks and Recreation commission.

9. Agenda Items for next meeting

- Update on Bushmaster's sports courts project, providing updated drone footage of the project area.
- Recap of Parks and Recreation's five-year plan to share with new commissioners.
- Review of the new Regional Plan.

10. Adjournment

Chair Parsons moved to adjourn the meeting. The meeting ended at 5:25 PM.



Parks & Recreation

6. A.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 08/18/2025

SUBJECT: Update on Sport Courts at Bushmaster Park Capital Project

STAFF RECOMMENDED ACTION:

Informational

Executive Summary:

The project began on May 7, 2025, and is at 60% completion.



Parks & Recreation

6. B.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 08/18/2025

SUBJECT: Review of 5-Year Capital Plan

STAFF RECOMMENDED ACTION:

Discussion

Executive Summary:

In depth review of the 5-Year Capital Plan and discussion on the 2022 prioritization exercise.

Attachments

5 Year Plan

Strategic Planning, Prioritization and Funding





Parks Section

Recreation Section



Project Name	Description	FY	Budget or Contract	Status
Sport Courts at Bushmaster Park	2 Tennis Courts, 2 Basketball Courts, 8 Pickleball Courts, New Lighting	FY24-26	\$ 2,211,138.09	60% Complete
Hal Jensen Air Conditioning	Design air conditioned space in entire facility, install in gymnasium	FY24-26	\$ 167,648.69	20% Complete
Highland Mesa Park	New neighborhood park on west side of city limits	FY24-27	\$ 1,510,000.00	Concept Design
Heritage Square Restroom Remodel	Remodel the 2 stalls restrooms	FY24-27	\$ 250,000.00	Concept Discussions
Annual Playground Replacement	Replace outdated playground structures	All	\$ 150,000.00	Concept Discussions
Cheshire Park Expansion	Running track and multi-purpose field	FY25-27	\$ 1,500,000.00	Concept Discussions
Ponderosa Park Reconstruction	Reconstruction of the park post flooding events of 2020/2021	FY25-27	\$ 1,000,000.00	Coming soon outreach
Continental Park Expansion	Design funds and potential easement funds	FY26-28	\$ 3,000,000.00	Future

Total	\$ 9,788,786.78
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Parks & Recreation

7. B.

From: Lori Reynolds, PROSE Admin Specialist

DATE: 08/18/2025

SUBJECT: [PROSE Monthly Newsletter \(July 2025\)](#)

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

July 2025 Newsletter



PARKS, RECREATION, OPEN SPACE, AND EVENTS

JULY 2025 NEWSLETTER

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

Spectators enjoying the Drone Show at
Coconino High School



The drones before launch

Fourth of July Drone Show

PROSE launched Parks and Recreation Month in spectacular fashion with Flagstaff's first-ever Fourth of July Drone Show! In partnership with Economic Vitality, the event brought a fresh and innovative celebration to the community. After a competitive selection process, Open Sky Productions LLC was chosen to deliver the show. Coconino High School served as the ideal launch site, providing great views for the Sunnyside neighborhood, Buffalo Park, and McMillan Mesa. The show featured stunning drone displays choreographed to a custom soundtrack, showcasing Flagstaff's rich history, Native American heritage, and patriotic themes. Residents and visitors alike gathered to witness the one-of-a-kind experience, marking what we hope is the beginning of a new annual tradition.



Route 66 100th



McMillan Mesa Park

PARKS

Removal of Hazardous Tree at Bushmaster Park

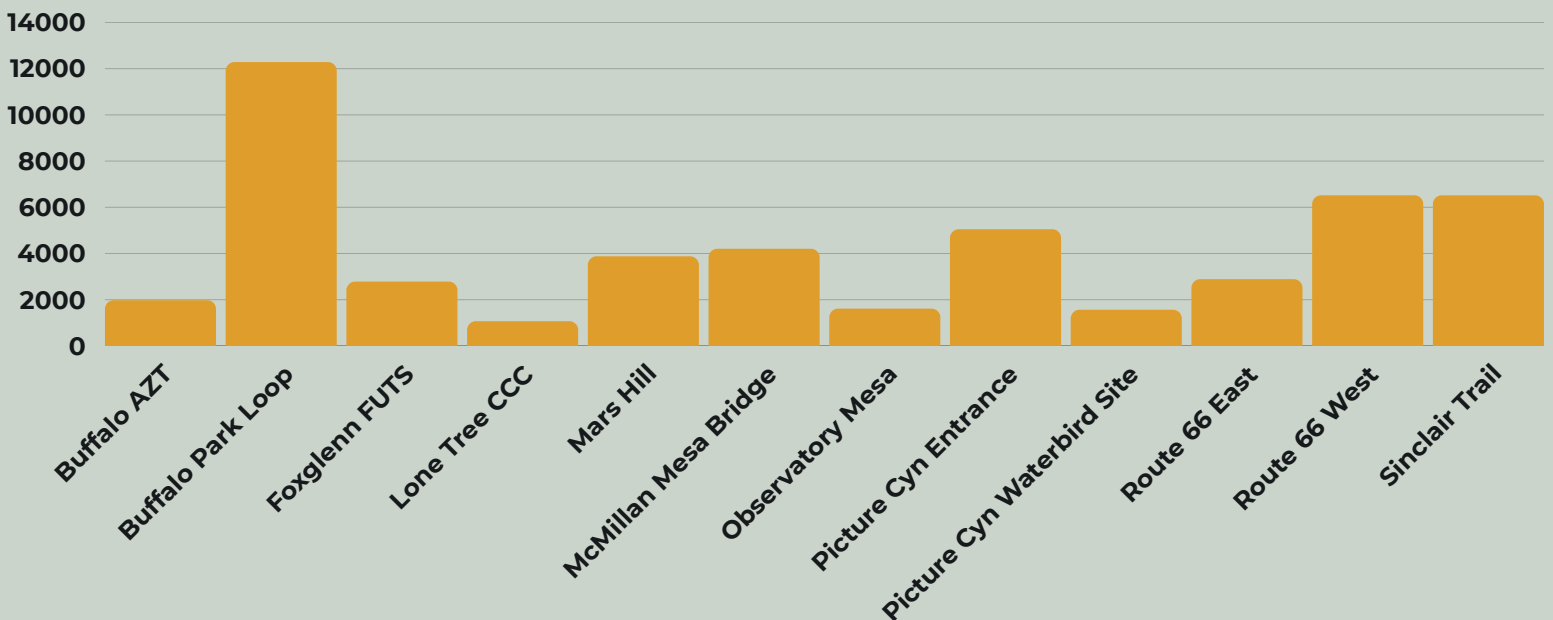
This month, Parks partnered with the City’s Wildland Fire Crew to successfully remove a large dead ponderosa pine tree located near the playground at Bushmaster Park. The hazardous tree posed a safety concern for park visitors. Rather than contracting the work externally, this collaborative effort served a dual purpose: eliminating a public safety hazard while also providing a valuable training opportunity for both the Parks team and Wildland Fire personnel. This is a great example of interdepartmental teamwork benefiting both the community and city staff.



Down tree at Bushmaster Park

June 2025 Trail Counts

● Number of Users



PARKS & RECREATION MONTH IN REVIEW

Touch A Truck

This year's Touch-A-Truck was a tremendous success with over 1,200 people in attendance! Special thanks to Andrew Edwards, Recreation Coordinator I at Hal Jensen Recreation Center, for his outstanding work in coordinating vendors and assembling an impressive lineup of 38 vehicles. We are grateful for the enthusiastic participation from local businesses and several City departments, including Streets, Jay Lively Activity Center, Water Services, Parks, Fire, and Police, who helped make this event exciting and memorable for families across Flagstaff.



Touch A Truck



Dance party with the Special Olympics

Aquaplex Pool Party

Nearly 200 community members joined in the fun at the Aquaplex Pool Party, held intentionally on a Sunday to spotlight the facility's new weekend hours. Guests enjoyed swimming, mini golf, an all-abilities obstacle course, face painting, and even helped paint new garden boxes—adding both color and community spirit to the event.

Jay Lively Activity Center Summer Luau, Tournament & Hockey Clinic

July was packed with activities at Jay Lively Activity Center. The Luau Skate brought a good crowd to the rink, with about half the skaters dressing up for the occasion. The Mountain Mashup adult hockey tournament had 44 participants and evenly matched teams—each team walked away with at least one win and one loss. The Beginner's Hockey Clinic welcomed ten new players, who expressed enthusiasm and appreciation for the opportunity. Due to strong interest, staff is exploring options for future clinics.



Build Together, Play Together Event

PROSE celebrated the end of Parks & Recreation Month with a brand-new Build Together, Play Together event. This was a collaborative effort from Recreation Coordinators across all four recreation centers, along with support from Events, Marketing, and Athletics. Thanks to The Home Depot, kids and families had the opportunity to build projects together with hands-on kits. The event also featured bubbles, yard games, crafts, a mini-golf course, and more! Community partners including the Flagstaff Police Department, Flagstaff Fire Department, Scoop There It Is Ice Cream, and Soul Coffee added to the festive atmosphere. Over the course of the day, approximately 250 attendees joined the fun, making this event a big success.



Build-it kits with The Home Depot

Joe C. Montoya Community & Senior Center Open House

The Joe C. Montoya Community & Senior Center Open House welcomed around 100 guests throughout the day. Visitors toured the facility, met staff, and participated in a selection of popular classes. Attendees had the opportunity to sample programs such as Stand Tall Don't Fall, Chair Yoga, Senior Stretch & Mobility, Wisdom Seekers, and Tai Chi—offering a well-rounded glimpse into the wellness and enrichment opportunities available at the center year-round.



Chair Yoga class

OPEN SPACE

Boys from Hal Jensen Recreation Center hunting for bugs during a hike with Open Space



Enjoying shade from an oak tree



Connecting Recreation Centers to Nature through Summer Partnerships

This summer, the Open Space Educator partnered with three recreation centers to provide fun, educational experiences that bring nature into the heart of our community programs.

- **Aquaplex:** Open Space programming complemented the Aquaplex's weekly summer camp themes by weaving in hands-on STEM

activities and nature-inspired crafts, helping participants explore the natural world in engaging, creative ways.

- **Hal Jensen Recreation Center:** Each week, Open Space led field trips for Hal Jensen's summer visitors, offering elementary and middle school students the chance to discover Flagstaff's open spaces through outdoor exploration.
- **Joe C. Montoya Community & Senior Center:** Following the monthly Sit and Stretch class, Open Space began offering guided walks on Observatory Mesa. These walks invite participants to connect with nature while learning about the mesa's unique ecology and geology.

By integrating nature-based education into recreation programs, PROSE continues to foster curiosity, wellness, and environmental stewardship across all ages.

Drawing activity... can you guess where this hike was?



Examining a wax-currant berry



Learning to use a compass

Mid-hike 'sound-scape' activity



PHOTOS FROM PARKS & RECREATION MONTH

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Hal Jensen Supervisor, Crystal, handing out hats at Touch-A Truck



A child waves inside the EZ-Liner Truck



Testing out the intercom



Rec Coordinator David on the tractor



Child smiling inside ADOT tractor



Pool Party community tree



Mini-golf!



Psyched inside the parachute



Special Olympics obstacle course



Aquaplex Supervisor Kyle shows off his face-paint



Grass Volleyball at dusk



Concert at Cheshire Park featuring Sleep Stampede



Kids dance to Wild World Irish Fiddle at Smokerise Park



Kid samples an apple from a tree at Jim Cullen Park during the last Concert featuring Optimal Delusion



Two kids play a game of giant chess



Mini-golf



Rec Coordinator Andrew takes part in the build-together fun



Yard games at the Build Together, Play Together event