NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION MONDAY OCTOBER 20, 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
Co-Chair Austin Kerr
Commissioner Lisa Lamberson
Commissioner Jill Christensen
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 <u>August 18, 2025</u> and <u>September 22, 2025</u> (Joint Parks & Recreation / Open Spaces Commission), Minutes

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. Athletics Allocation Changes for 2026 Informational only
- B. PROSE Master Plan Update Informational only
- C. E-Sports at Hal Jensen Recreation Center Informational only
- D. Upcoming Fall/Winter Parks Projects Informational only

7. Reports and Updates

- A. Council Representative Report, Council Representative Anthony Garcia
- B. PROSE Monthly Newsletter

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9. Agenda Items for next meeting

10. 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 Wednesday, October 15, at 2 p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov .
Dated this 12th day of October, 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.

Lori Reynolds, PROSE Admin Specialist From:

DATE: 10/20/2025

Approval of <u>August 18, 2025</u> and <u>September 22, 2025</u> (Joint Parks & Recreation / Open Spaces Commission), Minutes SUBJECT:

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Approval of August 18, 2025 Minutes Approval of September 22, 2025 Minutes 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

Chair Stephen 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.

Chair Stephen Parsons: Present
Vice Chair Austin Kerr: Present
Commissioner Jill Christensen: Absent
Commissioner Josh Stackhouse: Present
Commissioner Camile Diab: Present
Councilmember Rep. Anthony Garcia: Absent

Staff Present: Rebecca Sayers, Amy Hagin, Tyrone Johnson (Virtual), Lori Reynolds

3. Land Acknowledgement

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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.

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

6. Discussion Items

A. Update on Sport Courts at Bushmaster Park Capital Project

Amy Hagin presented to the Commission an update on Bushmaster Park's new sports courts which began construction on May 7, 2025. Playing on a monitor in the room was drone footage of the sports courts taken during the first week of construction and again on July 24, 2025. Commissioners were interested in which court was which and if there were different elevations of the courts. Amy explained that there would be two tennis courts, two basketball courts, and eight pickleball courts, and that the elevation of each had been adjusted for better accessibility. She also shared additional information regarding the design of the sports courts, in which special consideration was taken for the placement of the courts so that they would not be disturbed by existing tree root systems. All 21 trees that were removed would each be replaced, but with a different species.

Commissioners expressed additional concerns about lighting in Bushmaster Park and a desire to include stands at the sports courts for viewers. Concluding the update on the sports courts, Amy

added that noise mitigation remains an ongoing point of discussion for City Council during and after

completion of the sports courts.

B. Review of 5-Year Capital Plan

Amy Hagin shared with the committee a PowerPoint presentation on Parks and Recreation's 5-year capital plan. She explained that the Commission performed a strategic planning session in 2022 and that the plan focused on a prioritization of projects determined in that year. The parks portion of the plan included the development of new neighborhood parks and upgrading aging playground equipment was paramount for best practices. While for recreation, the focus was on adding a HVAC in Hal Jensen Recreation Center's gym and replacing the siding of the Aquaplex building. One of the capital plan items that stood out most to Commissioners was the remodel of the public bathrooms in Heritage Square. Commissioners and PROSE staff engaged in a back-and-forth conversation over concerns about that particular project.

Commissioners then discussed their thoughts on the capital plan. They agreed that they would like to reanalyze the capital plan since there were several new members of the Commission, but that they were also still supportive of keeping the current capital plan from 2022 intact. Moving forward, they would like to examine any new parks and recreation projects that are not currently a part of the existing plan to add to a revised 5-year capital plan.

7. Reports and Updates

A. Council Representative Report, Council Representative Anthony Garcia

Councilmember Garcia was not present to provide a report.

B. PROSE Monthly Newsletter (July 2025)

There were no comments on the July newsletter.

8. Informational items to and from Commissioners and Staff

Co-Chair Austin Kerr provided feedback to PROSE staff regarding gym equipment at the Aquaplex and wanted to know who those comments can be directed to. Amy replied that he could reach out to the Aquaplex supervisor as a patron of the facility.

With both of the two new Parks and Recreation Commissioners present at this meeting, they did a brief round-robin of introductions.

9. Agenda Items for next meeting

September's Parks and Recreation Commission meeting will be held jointly with the Open Spaces Commission on Monday, September 22, 2025. Amy will be working with Robert Wallace to develop agenda items for that meeting, including topics on the capital plan, FUTS (Flagstaff Urban Trail System) and operating capital for Parks and Recreation.

10. Adjournment

Chair Parsons motioned to end the meeting. The meeting was adjourned at 5:52 PM.

MINUTES

JOINT PARKS & RECREATION / OPEN SPACES COMMISSION MONDAY **SEPTEMBER 22, 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.

OPEN SPACE

Chair Jacqueline Thomas (Present) Co-Chair Bruce Fox (Virtual, Present) Commissioner Mary Norton, P&Z

Liaison, (Present)

Commissioner Lina Wallen (Present) Commissioner Nat White (Present) Commissioner William Kluwin (Present)

Councilmember Rep. David

Spence (Present)

PARKS AND REC

Chair Stephen Parsons (Present) Co-Chair Austin Kerr (Present) Commissioner Neil Frazier (Present) Commissioner Camile Diab (Absent) Commissioner Molly Joyce (Virtual, Present) Commissioner Lisa Lamberson

> (Virtual, Present) **Commissioner Jill** Christensen (Present)

Commissioner Josh Stackhouse

(Present)

Councilmember Rep. Anthony Garcia

(Virtual, Present)

Staff present: Rebecca Sayers (PROSE Director), Amy Hagin (Assistant PROSE Director), Tyrone Johnson (Recreation Manager) Virtual, Robert Wallace (Open Space Supervisor), Lori Reynolds (PROSE Administrative Specialist), Sylvia Struss (Open Space Coordinator), Sarah Holditch (Events and Marketing Coordinator) Virtual, and Ashlee Fliney (Open Space Coordinator)

3. Land Acknowledgment

The Flagstaff Open Spaces and Parks and Recreation Commissions humbly acknowledge 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.

Chair Parsons read the Land Acknowledgment.

4. **Approval of Minutes**

Approval of Open Spaces Commission and Parks and Recreation Commission minutes have been deferred to each commission's next individual meeting in October.

5. **Public Comment**

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on this day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

Chair Parsons read the public comment statement. No comments were received.

6. **Business Items**

A. Flagstaff Regional Land Use Plan 2045 Update

Robert Wallace, PROSE Open Space Supervisor, shared with both commissions an update on the Open Spaces Commission decision to review and submit recommendations on the draft Regional Plan. He said that the Open Spaces Commission had also nominated various commission members to present at upcoming Planning and Zoning Commission meetings and City Council. The Open Spaces Commission's recommendations on the draft plan have been submitted and will be discussed at the Planning and Zoning Public Hearing on September 24, 2025. Chair Thomas, who presented at the Planning and Zoning Commission meeting on September 10th, shared the commission's three main points:

- 1. A need to ensure that open space is integrated into the plan in a way that better aligns with the core priorities of housing and climate and provides a better balance.
- 2. The need to guide development so it helps deliver the things that the community values, such as parks, trails and access points, and open spaces. Specifically, the Open Spaces Commission recommended map updates that pertain to open space needs for the community.
- 3. A recommendation to correct the Future Growth illustration maps to prevent the loss of a top priority trail corridor between the Rio de Flag Water Reclamation Plan and Forest Service land. Currently, the Future Growth illustration map proposes a Surburban Center within the trail corridor, including a medium-to-high density of people, residences, jobs and activities. Development goals for this zoning type may not support the long-standing trail corridor priority.

The discussion items that the Planning and Zoning Commission votes on and approves will become part of their recommendations of approval for City Council's consideration at the October 9th City Council meeting.

No further questions or comments from Commissioners.

B. PROSE Capital Improvement Project Overview

Amy Hagin shared on the presentation screen in the meeting room, a table with all major projects from this fiscal year (FY26)—including projects from upcoming fiscal years (BBB fund and capital-funded projects). The table combined various PROSE projects that applied to both Open Spaces and Parks and Recreation Commissions.

- Parks & Recreation: Bushmaster Park sports court project has a projected completion time of November 2025.
- Parks & Recreation: Hal Jensen Recreation Center air conditioning: Design for adding AC
 throughout the entire building has been done. The AC will first be installed in the gymnasium
 with plans for future AC installation happening when additional funds are available for more
 units.
- Parks & Recreation: Highland Mesa, a new park near the Boulder Pointe neighborhood, has
 funding for development with the hope to be completed by FY27. The project is currently in the
 concept design stage.
- Parks & Recreation: Heritage Square restroom remodel. The two restrooms have been seeing
 ongoing misuse. With this upcoming remodel project, PROSE staff hope to change the
 restroom layout, and as a result, also see changes in the type of restroom use behaviors. Staff
 have been working with the Downtown Business Alliance and other entities to make the
 restrooms a better space for all users.
- Parks & Recreation: Annual playground equipment replacement. An ongoing project that tackles replacing outdated playground equipment that is in need of replacement.
- Parks & Recreation: Cheshire Park expansion project. The future home of a running track and
 multipurpose field. There is a need within the community for a public running track as there is
 no other public running track available. PROSE staff are looking into a possible grant to
 leverage this project that would include a permanent restroom. Commissioners voiced
 concerns regarding the impact that lighting for the track may have on the community's dark sky
 designation and if the turf for the track could cause unwanted heat impacts to the
 neighborhood and nearby wetlands. Amy replied to each, justifying that the lighting would

remain dark-sky compliant, and that they have weighed various options for turf versus non-turf and while that is not solidified yet, they are leaning towards artificial turf.

- Parks & Recreation: Ponderosa Park reconstruction project. Impacted by the flooding from the Museum Fire scar, Ponderosa Park will undergo reconstruction in FY26/27.
- Open Spaces: McMillan Mesa Trails. Robert Wallace shared that this project would include trail repair and upkeep.
- Parks & Recreation: Continental Park future expansion project. Amy shared that the park is a
 heavily used location with the potential to expand to upwards of 86 acres. The City owns a
 narrow strip of land north of the park, extending to I-40. PROSE has projected the project to
 begin with 3 million dollars and would cover at least two fiscal years, with most of that money
 going to the initial design of the additional 86 acres and possible easements they would need
 to acquire.
- Open Spaces: Trail repairs, FUTS connections, and land acquisitions.
 - Picture Canyon Trail Connection. This project will work to secure needed easements to permit the construction of a trail to the Picture Canyon Preserve from Route 66. This will improve access and make progress towards providing 10-minute walking access to open space for residents. The project would take place in FY2027-2028.
 - Land Acquisition. This project would provide approximately \$800,000 in FY 28 to help acquire property that is integral to the Open Space System, such as Regional Preserves, Connectors, and Complementary lands, to create an integrated network of open space throughout the community to provide equitable access and recreational opportunities.
 - Observatory Mesa Natural Area Plan. This project is projected to stretch across several fiscal years from 2028 through 2035, and will consist of restoration of unauthorized routes, updating signage, creating new trails, and developing basic trailhead amenities. Currently, PROSE staff are working to produce a support trail corridor. Next year, they anticipate applying for a permit with the Coconino National Forest, which would support the project's implementation.
 - McMillan Mesa Property Restoration, FY 29. This project will work to restore property with attention to erosion control, addressing unauthorized trails, providing tree buffer between development and the urban trail system, and mitigating invasive plants.

C. PROSE Master Plan Update

Rebecca Sayers shared that PROSE would begin working on a master plan project within the upcoming year. This master plan would expand upon their current Parks and Recreation plan to include both Open Spaces and Events. This will be a comprehensive plan that will help PROSE better prioritize how they operate in the future by following a guide with set goal points that more accurately serves current PROSE operations. She added that they are working on the formal procurement and hope to be able to begin shortly after the start of 2026. Both commissions should anticipate heavy involvement in this process once a consultant group has been selected.

D. Flagstaff Urban Trail System (FUTS) Maintenance Update

Amy shared a Powerpoint presentation with the Commissions that highlighted various FUTS accomplishments this past summer. Roughly 8.5 miles of existing urban trail sections received varying levels of repair with different types of treatment on asphalt. The presentation referenced various before and after photographs on the slideshow.

E. PROSE Division Collaborations

Amy provided a recap of the 4th of July Drone Show, highlighting the success of that event between both Open Space staff and Parks and Recreation staff coming together to make the event happen that is managed by the Events Section.

Open Space staff shared a collaborative project for invasive weed control that Open Space had been working on and will be wrapping up this Fall, associated with a Department of Forestry and Fire Management grant. They also mentioned a cross-division collaboration between Open Space and Parks staff that included-assisting with illegal campsite cleanup and new signage installations, weed work on varied city property, an arbor day tree plant scheduled to take place at Thorpe Park, and educational collaborative efforts between Open Space and Recreation

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

Open Spaces Councilmember Representative David Spence shared highlights of guided tours of PROSE properties that both commissions manage. He mentioned that on his tour of Continental Park, during the discussion of the park's expansion, he thought that the idea of an outdoor theater (something that is similar to the likes of Red Rock's theater in Colorado) could make a great addition. He concluded with sharing an update from City Council on sound mitigation measures at the new pickleball courts in Bushmaster Park.

Parks and Recreation Councilmember Representative Anthony Garcia shared information about their search for a new City Manager and that there would be a public outreach opportunity coming up for the position. He added that if anyone had any questions, they were welcome to reach out to him.

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

Sylvia Struss, Open Space Coordinator, shared a brief highlight on Weed Pull Wednesdays. She estimated that they had collected at least 80 weed pull bags just from Picture Canyon. She also shared information on upcoming Open Space events including:

- Flagstaff's celebration of Arbor Day on September 23rd. They would be planting three Honey Locust Trees in Thorpe Park with a fourth grade class from Marshall Elementary School.
- October 6th's full moon hike at Picture Canyon led by Ashlee Fliney.
- TarantulaTrek on October 5th at McMillan Mesa's Loop Trail.

A. PROSE Monthly Newsletter

The August 2025 newsletter was reviewed. The Commissioners thanked Sarah Holditch for her work on each monthly newsletter.

9. Informational items to and from Commissioners and Staff

10. Potential Future Agenda Items

It was confirmed that the next joint meeting is tentatively scheduled for February 2026, focusing on BBB capital improvements. The exact date of the meeting is to be determined.

11. Adjournment

Parks and Recreation Commission Chair Parsons adjourned the meeting at 6:06 PM.



Parks & Recreation 6. A.

Co-Submitter: Haley Reynolds, Events and Marketing Manager

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 10/20/2025

SUBJECT: Athletics Allocation Changes for 2026

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Informational only



Parks & Recreation 6. B.

Amy Hagin, Assistant Parks and Recreation Director From:

DATE: 10/20/2025

PROSE Master Plan Update SUBJECT:

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary: Informational only



Parks & Recreation 6. C.

Amy Hagin, Assistant Parks and Recreation Director From:

DATE: 10/20/2025

E-Sports at Hal Jensen Recreation Center SUBJECT:

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary: Informational only



Parks & Recreation 6. D.

Amy Hagin, Assistant Parks and Recreation Director From:

DATE: 10/20/2025

Upcoming Fall/Winter Parks Projects SUBJECT:

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary: Informational only



Parks & Recreation 7. B.

From: Lori Reynolds, PROSE Admin Specialist

DATE: 10/20/2025

SUBJECT: PROSE Monthly Newsletter

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE September 2025 Newsletter



Students with

shovels of dirt for the tree 🎆

PARKS, RECREATION, OPEN SPACE, AND EVENTS

SEPTEMBER 2025 NEWSLETTER

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



Arbor Day Celebration at Thorpe Park Softball Complex

Parks and Open Space teamed up to celebrate Arbor Day and support the City of Flagstaff's recognition as a Tree City USA community with a special tree planting event at the Thorpe Park Softball Complex.

Student

engages in

nature journal

The Parks team provided three Honey Locust trees and led the planting with students from Ms. Kraus's 4th grade class from Marshall Elementary. The class walked over from their school where they learned how to shovel and pack soil around the base, and give water to the new trees.

After the trees were planted, the students completed a nature journal activity to reflect on what they learned. A big thank you to everyone who contributed to making this a memorable experience for our future environmental stewards!

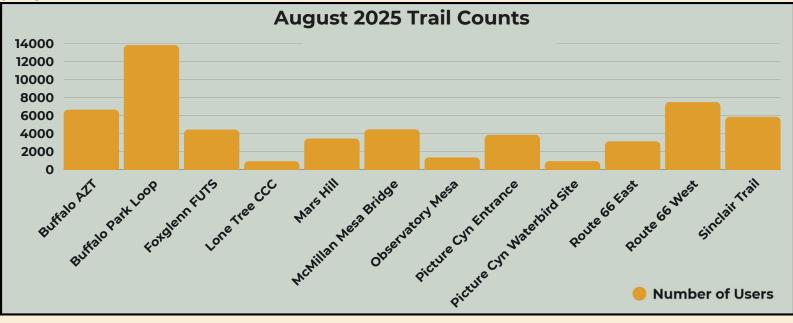


PARKS

Staff Attend Arizona Parks and Recreation Association Conference

Four Parks team members recently attended the annual Arizona Parks and Recreation Association (APRA) Conference in Phoenix. The event offered valuable opportunities for professional development through educational sessions, networking, and vendor exhibits. The team returned energized and equipped with new knowledge, ideas, and resources to share with colleagues and enhance our programs and services.









RECREATION

New Fitness Equipment at the Aquaplex

The Aquaplex added several new pieces of fitness equipment based on member feedback. The new additions include a hip thrust machine for glute workouts, a Smith machine for safe, guided lifting, and a T-bar row machine for targeting back

muscles. We also added another bench and replaced a broken recumbent bike. These upgrades expand our

offerings to better serve users of all abilities.

Aquaplex Hosts Successful Women's Volleyball Tournament

The Aquaplex recently hosted a successful Women's Volleyball Tournament, with ten participating teams. The event was made possible in large part thanks to front desk staff member Ohiyah Shirley. As an active member of the local volleyball community, Ohiyah helped spread the word, took the lead on logistics, and ensured the

event was both fun and well-organized. The tournament drew strong interest from the community, and due to its success, we're excited to announce that wolleyball tournaments will be coming

volleyball tournaments will be coming

in the future!

E-Bikes for Full-Time Employees

Thanks to the Sustainability team, PROSE now has two



electric bikes available for full-time staff to use for workrelated travel around the City. A big thank you to Open Space Coordinator Sylvia Stuss for leading a training session to ensure everyone feels confident and prepared to ride safely!



EVENTS, MARKETING & ATHLETICS

Athletics Update

Check-in at 5:30 PM

Hal Jensen Recreation Center

Registration is FREE Sign up online through Webtrac For grades 2nd through 8th 928-213-2760

The second session of Adult Softball has officially wrapped up! The season ran a bit longer than expected due to weather delays and rainouts, but were able to finish strong thanks to the dedication and teamwork of our Athletics and Parks staff.

Fall Adult Volleyball kicks off on October 2nd, with an

impressive 57 teams registered! This season includes four Coed divisions and two Women's divisions.

Registration for Adult Winter Basketball is now open on Webtrac. Games will start at the beginning of December.

Arbor Day Recap Reaches the Community

The Marketing team posted a short recap reel of the Arbor Day tree planting event that received 6,600 views, 148 reactions, and several positive comments from members of the Flagstaff community on Facebook and Instagram. The

team is excited to continue capturing and sharing moments like these to better connect with our target audience of local residents and highlight the great work happening









Flagstaff Aquaplex Pumpkin
Plunge - Swim and splash
while picking out your own
floating pumpkin! A Costume
Contest will be held at 5:00 PM
with prizes for the most
creative looks!

Satuday, October 25th | 3:00 PM - 7:00 PM | Flagstaff Aquaplex | \$10 General Admission / \$5.00 in Costume

Fright Night at Hal Jensen - Grab your blanket and pillow and join us in watching The Nightmare Before Christmas, serving up pizza, ice cream floats, and of course... tons of candy! Friday, October 24th | 6:00 PM - 8:00 PM | Hal Jensen Recreation Center | FREE



Spooky Skate at Jay Lively - Get your costumes ready and join us for a fun Halloween themed night on the ice! Friday, October 24th | 5:30 PM - 8:00 PM | Jay Lively Activity Center | Wear a costume & skate for FREE



