

NOTICE AND AGENDA

PARKS AND RECREATION COMMISSION
MONDAY
NOVEMBER 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.

Chair Stephen Parsons	Commissioner Lisa Lamberson
Co-Chair Austin Kerr	Commissioner Jill Christensen
Commissioner Neil Frazier	Commissioner Josh Stackhouse
Commissioner Camille 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 October 20, 2025 Minutes](#)

5. **Open Call to the Public**

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. Sport Courts at Bushmaster Park Substantially Complete
Discussion on the duration of the project, the changes to the project, and the drone videos captured.
- B. Update on the Heritage Square Restroom Remodel
Informational only
- C. Athletics Allocations and Information
Informational only
- D. Upcoming Winter Events
Informational only

7. [PROSE Monthly Newsletter \(October 2025\)](#)

8. **Reports and Updates**

- A. Council Representative Report, Council Representative Anthony Garcia

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

10. **Agenda Items for 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 Wednesday, November 12 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 November, 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: 11/17/2025

SUBJECT: [Approval of October 20, 2025 Minutes](#)

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

October 20, 2025 Minutes

MINUTES

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

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
Co-Chair Austin Kerr, Present (Virtual)
Commissioner Neil Frazier, Absent
Commissioner Camile Diab, Present

Commissioner Lisa Lamberson, Present (Virtual, 15 minutes late)
Commissioner Jill Christensen, Present
Commissioner Josh Stackhouse, Present
Councilmember Representative: Anthony Garcia, Absent

Staff present: Amy Hagin (Assistant Parks and Recreation Director), Tyrone Johnson (Recreation Manager), Haley Reynolds (Events and Marketing Manager), Gino Leoni (Parks Manager), Lori Reynolds (PROSE Administrative Specialist)

3. Land Acknowledgement

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Read by Chair Parsons.

4. Approval of [August 18, 2025](#) and [September 22, 2025](#) (Joint Parks & Recreation / Open Spaces Commission), Minutes

Commissioner Diab motioned to approve the August 18, 2025 minutes, Commissioner Stackhouse seconded the motion. All commissioners present approved.

Commissioner Christensen motioned to approve the September 22, 2025 minutes, Commissioner Stackhouse seconded the motion. All commissioners present approved.

5. Public Comment

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Read by Chair Parsons. No comments or questions were received.

6. Discussion Items

A. Athletics Allocation Changes for 2026

Haley Reynolds, PROSE Events and Marketing Manager, shared with Commissioners an update on the Athletics program. PROSE staff are revamping the Athletics program beginning with field allocation for various youth sports. Historically, youth sports allocation had been based on historical precedence. This upcoming season, the youth sports groups will be allocated space based on the actual season of athletic play and registration numbers of youth. Haley explained that recreation leagues will continue to pay per child for the entire season, regardless of the amount of fields that they use. Competitive or club teams will pay per hour, per field, and for any field lighting needs. Haley added that everyone will have the opportunity to have space for themselves rather than working around other team's schedules.

Commissioners asked if there were any concerns that staff had for this new program. Haley said that what the City has identified as sports seasons does not always align with what the different sports leagues actually play - i.e. Spring sports may actually begin in late winter and require indoor fields to play on. Amy Hagin added that the City does not have sports fields that properly accommodate each sports type. There are no designated soccer fields; soccer games have been using multi-use fields. Amy acknowledged that this is a big change for the local athletic organizations and that there will be hiccups along the way, but they want to make this work better for each user group involved.

Commissioner Lamberson asked that if by adding more teams, if could the City also add more field lighting. Amy replied that while lighting is a huge budget item, they would also have to take into consideration the construction impacts that installing new lights would have on existing fields. Looking to the future, the proposed multi-purpose field at Cheshire Park would be a new field that could potentially include lighting.

There was an additional question from Commissioners on how many fields PROSE staff managed. Haley replied that there are 22 total -- 17 baseball or softball fields and 4 multi-use fields. She added that this topic for Athletics focused on club use, not local Flagstaff schools. City field space has been very desirable because their rates have not changed for many years. But, this could change when the PROSE division goes through a rate study that is expected to occur in the next year as a part of the new Master Plan review.

B. PROSE Master Plan Update

Amy Hagin, PROSE Assistant Director, shared with commissioners an update on the procurement process for their master plan. This process, she explained, begins with a request for proposal from consulting organizations, or groups of consultants and will begin next week when there is a pre-bid meeting for anyone responding to the request for proposals. Afterward, the proposals are due in early November. PROSE anticipates receiving strong responses. Whomever the awarded respondent is, there will be a large amount of community outreach involved, including from the commission, lasting anywhere from 12 to 18 months before completion of the master planning process.

C. E-Sports at Hal Jensen Recreation Center

Tyrone Johnson, Recreation Manager, provided an update on e-sports at Hal Jensen Recreation Center. E-sports, which consist of electronic gaming on computers and other consols that allow players to play virtual games with other people all over the world. Currently, they are nearly finished with the installation of the new gaming system. He added that they have a meeting this Thursday with City IT to link the new computers and consols to Flagstaff's Transitional School's (T-School) pre-existing internet connection at Hal Jensen. The installation of the computers and consols will finish with the addition of gaming lounge furniture. While there is no grand opening date, they hope to be up and running sometime in November as the kids are really looking forward to using the new equipment.

Commissioner's asked Tyrone if he had anything set up that would monitor content and use, providing some oversight for restrictions on the users. Tyrone responded that certain gaming features would be blocked and that users would need to sign-up to use the equipment and that there would be time limits. All supplemental tech items, hand-held components, would be kept with staff and would be checked out by users each time. Tyrone added that staff will need to be diligent with monitoring the use of the equipment and that they are still trying to figure out incorporating waivers

for use of the equipment.

D. Upcoming Fall/Winter Parks Projects

Gino Leoni, Parks Manager, provided commissioners with an update on parks staff and their ongoing projects. They are currently in a transition period for the changing seasons and projects, too. Gino shared that he has been working on keeping staff engaged with minor upgrades and amenity upgrades to playground equipment, until the snow arrives. Other projects Gino covered are covered below:

- Cemetery expansion project (1 acre). They still have a lot of undeveloped usable space at Citizen's Cemetery. This year they received enough funding to create usable space for additional plots. Gino added that this expansion includes tree and shrub removal, some road grade work, irrigation expansion into the new plot, new sodding, then getting the new plots added online. Once each of those steps is complete, they would be about 2 years away from those plots being usable.
- Parks shop parking structure project. This project has been in progress for about 3 years, using carry forward on operational capital funding. They have been working on a new parking structure for large equipment at the parks shop in Thorpe Park. Recently, they have been working through the process of kit building for the structure. Once that is complete, they will work with a local contractor to get it built. This structure would cover where existing outdoor parking and excess playground equipment has been housed.
- McMillan Mesa playground replacement. As part of upgrading and replacing aging playground equipment, annually, parks staff are in the process of redesigning McMillan Mesa's playground equipment. Gino added that he has been working with several national playground vendors on the design and proposal.
- New dumpster enclosures. Operational capital funding is available to remove the dumpsters from their current location and place the new dumpsters by the park shop. The enclosure would consist of block fencing that included a gate and possibly also surveillance to help deter illegal dumping.
- A full rebuild of two wooden pedestrian bridges along FUTS in Ponderosa Trails Park.
- Park kiosk entryway sign replacement project. Planning to have new signage at each park. They are currently working on the design and hope to have a final design selected within the upcoming week. Signs will have park rules, universal symbology and incorporate QR codes.
- Replacing two little league scoreboards at fields 2 and 4 at Continental Park. Gino added that they have reached out to local little league group for their preferences on color selections.

7. Reports and Updates

A. Council Representative Report, Council Representative Anthony Garcia

Councilmember Garcia was not present to give a report.

B. [PROSE Monthly Newsletter](#)

Commissioners discussed a few highlights from the September newsletter, including the upcoming Halloween events and the new weight equipment in the Aquaplex gym.

8. Informational items to and from Commissioners and Staff

No additional information items were shared.

9. Agenda Items for next meeting

For November's Parks and Recreation Commission meeting:

- New drone footage of the completed sports courts at Bushmaster Park. Amy shared that the

planned completion date for the courts is mid November.

- Update on Heritage Square's public restroom design
- General information on planned winter events
- Haley plans to provide commissioners with a current list of permitted leagues in their athletic program.

10. **Adjournment**

Chair Parsons adjourned the meeting at 5:43 PM.



Parks & Recreation

6. A.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 11/17/2025

SUBJECT: Sport Courts at Bushmaster Park Substantially Complete

STAFF RECOMMENDED ACTION:

Discussion on the duration of the project, the changes to the project, and the drone videos captured.

Executive Summary:

Discussion



Parks & Recreation

6. B.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 11/17/2025

SUBJECT: Update on the Heritage Square Restroom Remodel

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Discussion and display of the concept design



Parks & Recreation

6. C.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 11/17/2025

SUBJECT: Athletics Allocations and Information

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Staff will provide information on all of the athletic user groups, leagues, clubs and tournaments that impact our fields and amenities.



Parks & Recreation

6. D.

From: Amy Hagin, Assistant Parks and Recreation Director

DATE: 11/17/2025

SUBJECT: Upcoming Winter Events

STAFF RECOMMENDED ACTION:

Informational only

Executive Summary:

Informational only



Parks & Recreation

7.

From: Lori Reynolds, PROSE Admin Specialist

DATE: 11/17/2025

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

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Monthly Newsletter (October 2025)



PARKS, RECREATION, OPEN SPACE, AND EVENTS

OCTOBER 2025
NEWSLETTER

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

Fall colors at Thorpe Park



Welcome New Parks Full Time Staff!

Parks is thrilled to welcome two new full-time Maintenance Workers: Michael Sloan and Anthony Masayesva—bringing the team to full staffing for the first time in a while!

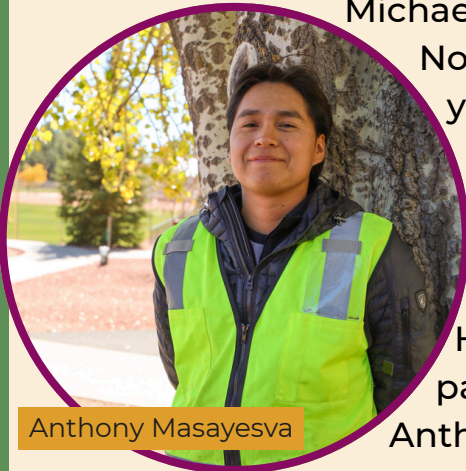
Michael comes to Parks from an ecology lab at

Northern Arizona University and has called Flagstaff home for 13 years. His favorite park is Old Town Spring Park for its quiet charm and unique proximity to the train. On weekends, he enjoys walking his dog, gardening, and spending time with his wife.

Anthony brings experience from the Kaibab National Forest. He enjoys playing kickball and ultimate frisbee at his favorite park, the Thorpe Softball Complex. A passionate runner, Anthony often spends his free time on long forest runs.



Michael Sloan



Anthony Masayesva



Fall colors at Thorpe Park

PARKS

Staff Trailer Training

Parks staff recently completed a hands-on trailer safety training. Team members practiced backing up and parallel parking with a truck and trailer, and answered key safety questions. We're proud to report that all staff successfully passed the training—great job, team!



Trailer training



Tree felling training

Tree Felling Training

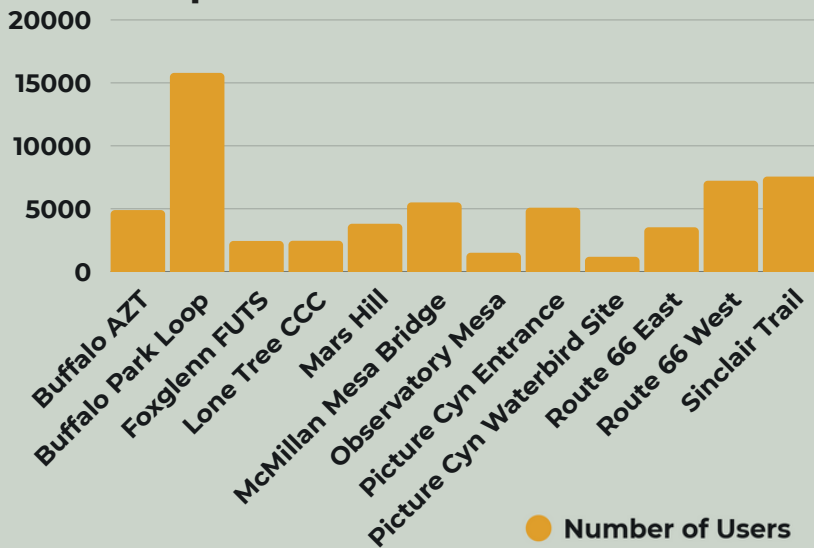
Parks staff recently took part in a tree felling training led by Anthony, who brought valuable expertise from his time with the Forest Service. The session covered essential safety guidelines, best practices, and included a live demonstration. To illustrate proper technique, Anthony felled a diseased tree at Buffalo Park that posed a potential hazard. He expertly guided the tree to fall

precisely between two flags he had set—an impressive demonstration of both precision and experience!



Anthony with the tree he felled

September 2025 Trail Counts





Kids in costume at Spooky Skate

RECREATION

Spooky Skate at Jay Lively Activity Center

Spooky Skate at Jay Lively Activity Center was a hit, with an estimated 200 attendees. A highlight of the night was the costume contest, where the crowd enthusiastically cheered for their favorites and helped select the winners. Our staff did an outstanding job engaging with attendees and keeping the energy high all night long.



Shaggy & Velma



Spongebob on skates

Scarecrow & hockey player

Fright Night at Hal Jensen Recreation Center

Fright Night was a success, with about 100 attendees throughout the evening. Community members enjoyed pizza, popcorn, sweets, and a movie in a festive setting. It was great to see the creativity and effort that went into so many fun and elaborate costumes.



Fright Night movie



Kid in scary costume at Fright Night

The Pumpkin Plunge at the Aquaplex

Approximately 100 people attended the Pumpkin Plunge, where families enjoyed swimming among pumpkins in the pool. Participants picked out their favorite pumpkin to take home, created crafts, entered a costume contest raffle, and captured memories at the photo booth.



A family in costume at the Pumpkin Plunge



Pumpkins in the pool

Students on a field trip at the Picture Canyon



OPEN SPACE

Bluebird Habitat Project Thrives at Picture Canyon

For the past four years, Northern Arizona Audubon Society volunteers and Open Space have supported native bluebird populations by installing and monitoring nest boxes at Picture Canyon. These boxes provide vital nesting sites for species like Western and Mountain Bluebirds. Since 2021, 44 Western Bluebirds, 10 Violet-green Swallows, and 27 Ash-throated Flycatchers have successfully fledged. Data is shared through NestWatch to aid global conservation efforts. Thanks to dedicated volunteers, the project continues to grow.



Birdhouse at Picture Canyon



Baby birds inside birdhouse

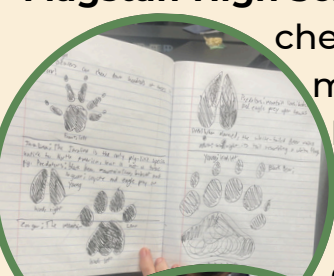
Outdoor Education Highlights

Mount Elden Middle School – 7th Grade Field Trips - Around 180 students visited Picture Canyon for hands-on learning about water quality. Activities included a hike to the Waterfall Overlook to discuss water restoration and cultural water use, water velocity and chemical testing, and a tour of the Wildcat Hill Wastewater Treatment Plant. Special thanks to the Wildcat Hill team and Sarah Jablon from Water Services!

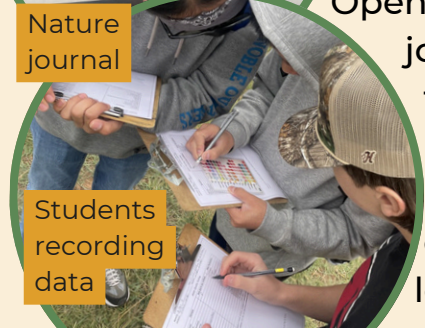
Flagstaff High School – Honors Biology Fifty students explored water health through chemical testing and a tour of the Wildcat Hill facility, followed by a two-mile interpretive hike through Picture Canyon. Big shoutout to Wildcat Hill for their continued support!

Mount Elden Middle School – 6th Grade Classroom Outreach

In partnership with Willow Bend, Open Space brought field journaling into the classroom for 100 students. Using animal tracks, scat replicas, and field guides, students created journal entries on local wildlife.



Nature journal



Students recording data



Students at the water treatment plant

EVENTS, MARKETING & ATHLETICS

Adult Basketball



Adult Basketball Registration Open

Spots are still available for the Adult Basketball League held on Tuesdays and Thursdays at Sinagua High School. Don't miss your chance to get in the game—register now and join the fun!

Registration: \$325/ Team

[CLICK HERE TO REGISTER](#)



WINTER WONDERLAND & TREE LIGHTING

DECEMBER 6TH

2:30pm-7:00pm
Heritage Square

- * Games & Crafts
- * Live music
- * Photobooth
- * Hot Cocoa
- * Santa

FREE!



Winter Wonderland - December 6th

Join us on Saturday, December 6th for Winter Wonderland and the annual Tree Lighting, 2:30pm-7pm! This event is FREE, Family-Friendly, and so much fun!

Stay tuned for more updates on bands and activities!



Winter Wonderland



Social Media Performance Overview

Over the last 30 days, the Marketing team reached 69,493 people on social media, with 86.5% of that reach coming from organic content. Engagement included 406 reactions, 63 comments, and 82 shares. Notably, 73.6% of the audience were Flagstaff residents. This growth reflects the success of incorporating more creative reels, photos, and behind-the-scenes content that highlights programs, events, and daily operations in a way that resonates with the local community.

Hal Jensen Recreation Center
YOUTH JR SUNS
 BASKETBALL





Registration \$45
 Register By: January 1st

SKILLS & DRILLS / DRAFT DAY
 with NAU Basketball
 at the Flagstaff Aquaplex
 Nov. 22nd

CLICK TO REGISTER



Youth Jr. Suns Basketball Registration NOW OPEN! - Get ready for a great season of youth basketball! **Skills & Drills/Draft Day | Saturday, November 22 | Flagstaff Aquaplex**

NAU Basketball is teaming up with the Flagstaff Aquaplex to host a Skills & Drills and Draft Day event. This is a great opportunity for young athletes to develop their basketball fundamentals and prepare for the upcoming season.

- Session Times:**
- 2nd/3rd Grade: 9:00–10:00 AM
 - 4th/5th Grade: 10:15–11:15 AM
 - Middle School: 11:30 AM–12:30 PM

League Registration Deadline: January 1st

[CLICK HERE TO REGISTER](#)

City of Flagstaff Open Space

FULL MOON HIKE




November Full Moon Hike with Open Space - Join Open Space for a night hike and full moon rise on Observatory Mesa.
Wednesday, November 5th | 5:00 PM | Observatory Mesa Tunnel Springs Trail (Meet at Railroad Springs Blvd & Adirondack Ave)

[CLICK HERE TO REGISTER](#)



FOLLOW US ON SOCIAL MEDIA TO SEE MORE PHOTOS, REELS AND EVENTS!