

MINUTES

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

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 Lisa Lamberson (absent)
Co-Chair Austin Kerr (present - online)	Commissioner Jill Christensen (present)
Commissioner Neil Frazier (present)	Commissioner Josh Stackhouse (absent)
Commissioner Camille Diab (present)	Councilmember Rep: Anthony Garcia (absent)

Staff present: Rebecca Sayers (PROSE Director), Amy Hagin (Assistant PROSE Director), Gino Leoni (Parks Manager), Tyrone Johnson (Recreation Manager), Haley Reynolds (Events & Marketing Manager), Lori Reynolds (Administrative Specialist), Sarah Holditch (Events & Marketing Coordinator)

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.

Read by Chair Parsons.

4. [Approval of October 20, 2025 Minutes](#)

The October 20, 2025 minutes were not covered at this meeting. Approval of these minutes has been moved to the December 15, 2025 Parks & Recreation Commission meeting.

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.

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

6. Discussion Items

A. Sport Courts at Bushmaster Park Substantially Complete

Amy Hagin shared with Commissioners an update on the completion of Bushmaster Park's new sports courts. In the meeting room she played a three-minute video of drone footage featuring the courts in pre-construction, during construction, and the finished product at night with the new LED lighting. The new LED lights shine straight down, helping keep the light on the courts rather than spreading to the surrounding area. Both of the courts that were previously there were completely demolished, and the four new courts consist of eight pickleball courts, two tennis courts, and two

basketball courts. The noise impact is still to be determined. The courts have been raised four feet, which could help reduce noise. City Council will discuss with staff in the future regarding any noise mitigation.

Amy also shared new landscaping additions to the park. For each of the 21 trees that were removed, 21 new trees were planted. These new trees consisted of a larger variety of tree species. There were also be 74 shrubs planted.

Amy wrapped up her presentation, adding that the sports courts were completed in five months and one week and that the project was the first large BBB and PROSE project that has been delivered to the community since 2003.

B. Update on the Heritage Square Restroom Remodel

Amy presented to the Commissioners a [concept design](#) for the public restroom in Heritage Square. In the meeting room, Commissioners reviewed a concept drawing that included three toilets (one ADA), an adult changing station and one ADA-compliant sink. This new design, Amy said, would hopefully discourage any bad behavior from occurring, especially since the entrance is not completely closed off. Instead, there would be an overhead coiling grille (roll-up doors) at the entrance.

There was a question from the Commission regarding security cameras in the alley where the restroom is located. Amy replied that there are no cameras in the alley as it is public right-of-way.

Chair Parsons asked what the schedule or process for getting the new concept design implemented would be. Amy informed the Commission that they have been talking with Hopi Trust, the building owners, and that they have shared with them and the Downtown Business Alliance the concept design. Everyone has been in favor of the design. Next steps would be sending the design through the City's design review process and for tenant improvement construction drawings to be created, then send it out to bid. After a contractor is selected, they will be responsible for executing the design.

C. Athletics Allocations and Information

Haley Reynolds provided the Commissioners with general information on PROSE's athletic tournaments that occur each year. PROSE's athletic program, field use, occurs from April through the end of November. She said that there are tournaments every weekend except for two weekends when separate large events take place, such as Pride in the Pines. This past season they hosted 21 tournaments: four soccer, one baseball, 11 adult softball, three youth softball, one rugby and one ultimate frisbee. Except for rugby, all of the events are multi-day and occur at different locations (different field and/or complexes). Participation varies from 400 for the smaller tournaments and between 1,700 to 2,000 at the larger tournaments, depending on the year.

A question was received from the Commission regarding whether tournaments require additional restrooms. Haley replied that the size of the tournament can determine how many additional restrooms are needed. The baseline trigger is 100 participants, but the total restrooms needed for larger events can vary based on how many physical or portable restrooms are already on-site. For those larger tournaments, they may need to bring in additional restrooms. It is also the tournament holder's responsibility to keep the restrooms cleaned, stocked, and locked at the end of each day during the tournament.

D. Upcoming Winter Events

Haley shared with the Commissioners an update on PROSE's largest upcoming winter event on December 6, 2025: Winter Wonderland. The Winter Wonderland event, she said, consists of a holiday tree lighting, crafts, hot coco, and a visit by Santa. The event, she added, is also a partnership with the Downtown Business Alliance and Discover Flagstaff. She projects that upwards of 10,000 people will be present for the event.

The last event of the year that PROSE assists with the New Year's Eve celebration downtown. Haley

let the Commissioners know that this is a huge collaborative effort with public safety and that it also involves the Downtown Business Alliance who hosts a Noon Year's Eve event at Heritage Square. She added that there would be fireworks as the City and nearby forest are not under any fire restrictions during that time of the year.

Amy mentioned that Northern Arizona University's marching band would have an exhibition of their upcoming parade routine that they will perform in the Macy's Thanksgiving Day Parade, at Buffalo Park this Wednesday (November 19, 2025). This is a coordinated effort between the school and PROSE's Events and Marketing staff. The public is invited to attend.

Tyrone Johnson shared that they have been gaining a lot of interest in youth basketball registration at Hal Jensen Recreation Center.

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

Commissioners briefly discussed highlights from the October 2025 newsletter, including Halloween events at the recreation centers and a review of trail count numbers.

8. **Reports and Updates**

A. Council Representative Report, Council Representative Anthony Garcia

Councilmember Garcia was not present to give a report.

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

No comments were received from Commissioners or staff.

10. **Agenda Items for next meeting**

Amy shared that she would come up with items to discuss at December's meeting, including brainstorming topics that the Parks and Recreation Commission could plan to share at February's Open Spaces and Parks & Recreation Commission meeting.

Commissioners agreed to keep the upcoming December 15, 2025 meeting date and plan to skip a meeting for the month of January.

11. **Adjournment**

Chair Parsons adjourned the meeting at 5:16 PM.

Sports Courts: Pre-Construction



Sports Courts: During Construction (1 of 2)



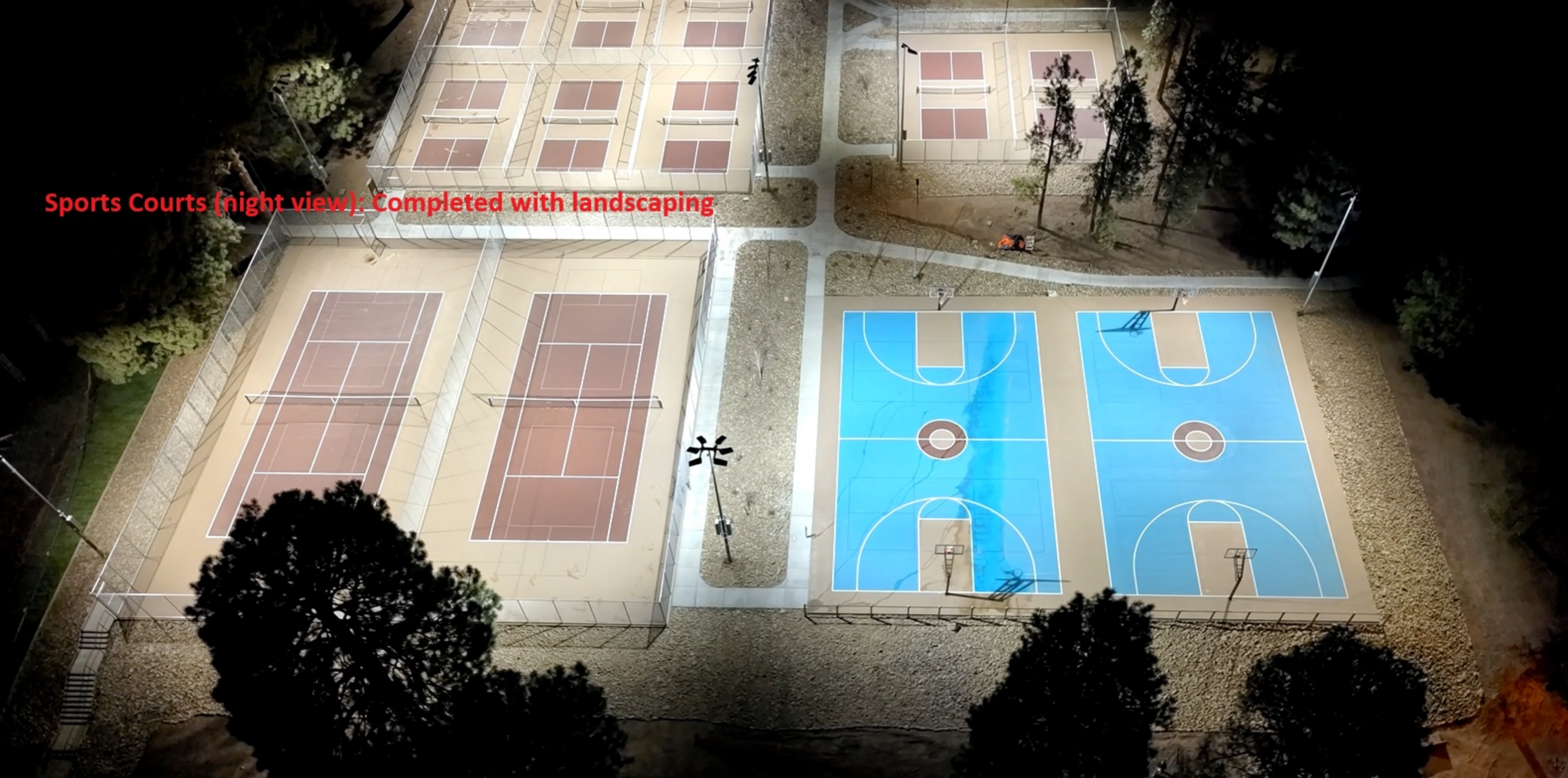
Sports Courts: During Construction (2 of 2)

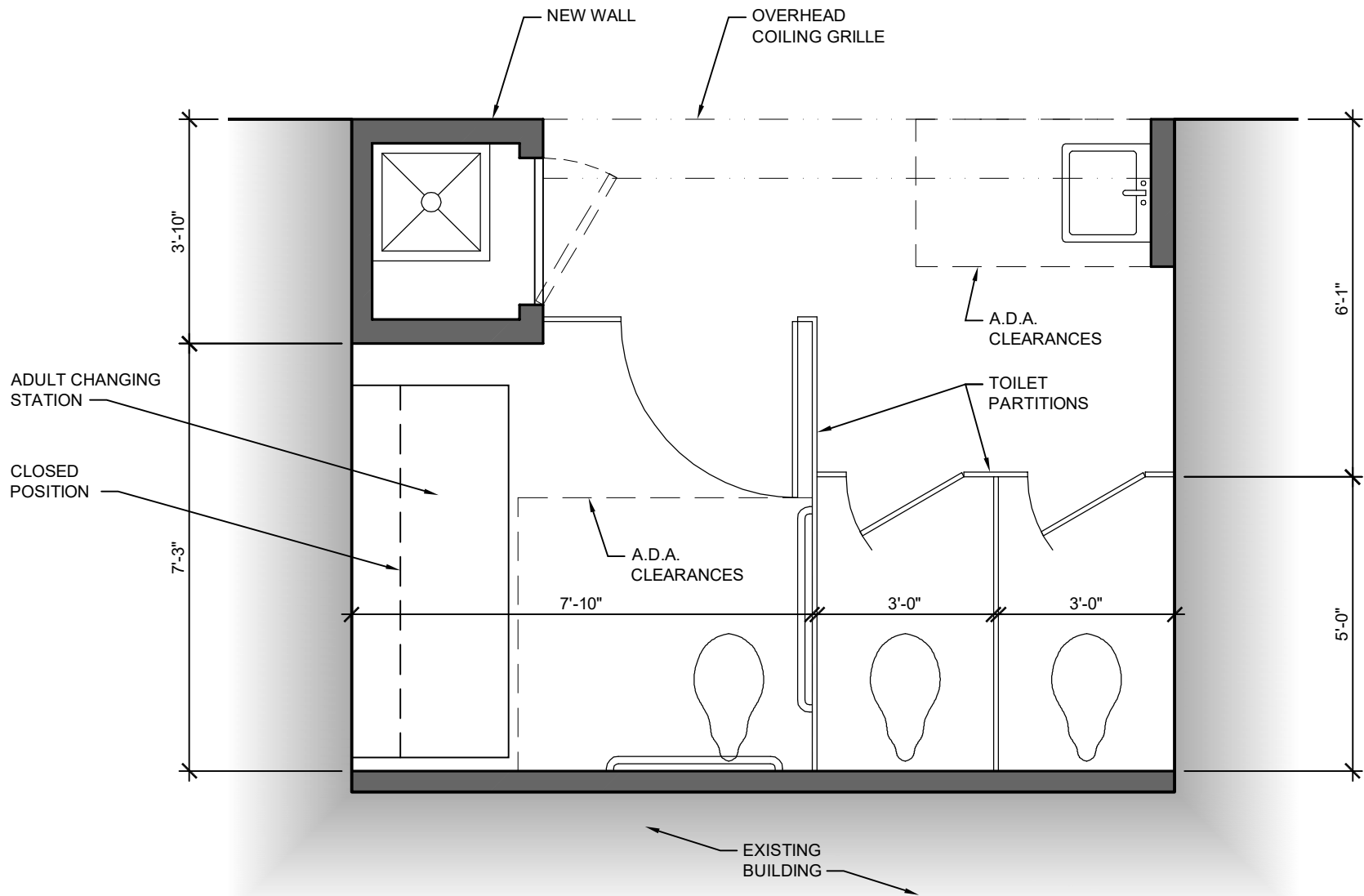


Sports Courts: Completed (no landscaping)



Sports Courts (night view): Completed with landscaping





CITY OF FLAGSTAFF
PUBLIC RESTROOM RENOVATION - OPTION D

SCALE: 3/8" = 1'-0"

9/22/2025

