

MINUTES

OPEN SPACES COMMISSION
MONDAY
JANUARY 26, 2026

HYBRID MEETING
FLAGSTAFF AQUAPLEX
AND [MICROSOFT TEAMS](#)
1702 N FOURTH STREET
4:00 P.M.

1. Call to Order

Chair Thomas 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 Jacqueline Thomas (present)	Commissioner Molly Joyce (absent)
Co-Chair Bruce Fox (present)	Commissioner Lina Wallen (present)
Commissioner Mary Norton (P&Z Liaison) (present)	Commissioner Nat White (absent)
Commissioner William Kluwin (arrived at 4:06 PM)	Councilmember Rep: David Spence (present)

Staff Present: Rebecca Sayers (PROSE Director), Robert Wallace (Open Space Supervisor), Sylvia Struss (Open Space Coordinator), Lori Reynolds (Administrative Specialist), Ashlee Fliney (Open Space Coordinator), and Sarah Holditch (Events and Marketing Coordinator). Open Space Interns: Aryelle Reynolds, Grace Harris, and George Wilson.

3. Land Acknowledgment

The Flagstaff Open Spaces 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 Thomas.

4. Approval of December 8, 2025 [Minutes](#)

Commissioner Wallen motioned to approve the December 2025 minutes. Commissioner Norton seconded the motion. All Commissioners present were in favor.

5. Open Call to the Public

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.

Read by Chair Thomas. No comments were received.

6. Business Items

A. Parks, Recreation, Open Space, and Events Division (PROSE) Master Plan Update

Robert Wallace, Open Space Supervisor, provided a brief update on PROSE's search for a master plan contractor. Staff have been working with the City's finance department on an official offer to

their selected contractor. If the contractor accepts, the next step will be for the contract to go to City Council on March 3, 2026. Rebecca Sayers, PROSE Director, added that PROSE had no objections to the contractor's proposed scope of work; their vision for the master plan was in alignment with PROSE's vision. At the March 3rd council meeting, Rebecca anticipates providing a brief presentation on the contractor's scope of work to council members prior to their vote on the project.

Commissioner Fox asked what the final delivery date of the master plan would be. Rebecca replied that it could take at least fifteen months, but could be extended.

B. Open Space 2026 Project Update

Robert shared with Commissioners an overview of Open Space's 2026 project lineup that included management and maintenance, education, and planning.

Management and maintenance

- McMillan Mesa sign installation project: Transitioning from temporary to permanent signage.
- Observatory Mesa Natural Area's plan implementation (including the name change): Ongoing and projected to begin further implementation in 2028.
- Weed management projects are coming up in all the Open Space preserves.
- In July they will have their first CIP project -- the McMillan Mesa Trail Rehab Project, which will utilize BBB funds. Staff are looking into applying for grants that could give them matching funds to help with upgrading trails.
- Parking lot repair at Picture Canyon.
- Applying to grants to help with the Greater Observatory Mesa trail plan project.

Education

- Working on securing additional funding to keep Ashlee Floney's position running. Current funding for the position expires in July.
- Staff are working on lesson plans that will be on the city's website and available for educators to download.
- They are working on creating their own educational resource trunks that can be used by the Open Space team and also checked out by local partnering organizations. These trunks will contain materials that align with the lesson plans.

Planning

- Hidden Hollow Right of Way Access Easement: The construction plan has been revised and updated. Next steps are to amend the ROW easement and send it to City Council for review.
- Ongoing work with PROSE on the master plan process. The Commission decided to review other master plans to build comfort with the process, ensure members are well-informed, and identify plan elements they feel are essential.
- Don Weaver trail alignment proposal: Still in the process of working out a submission to the State Historic Preservation Office.
- Open Space staff are continuing to work with City real estate partners on various land acquisitions.
- Staff are applying for a grant that would support a new sign design and replacement project at Picture Canyon.

Robert introduced new Open Space interns George Wilson who was present in-person at the meeting, and Aryelle Reynolds and Grace Harris who were both listening online.

C. Open Spaces Commission Chair/Co-chair Selection

Bruce Fox and Nat White's terms on the Open Spaces Commission are both ending this Spring. The Events team will be sending out a notice to the public for the three open positions on the Commission.

Commissioners discussed how the Chair and Co-Chair positions are selected and voted upon.

Commissioner Wallen motioned to nominate Jacqueline Thomas for Commission Chair. Commissioner Norton seconded the motion. All present were in favor. A Co-Chair position will be nominated at a future meeting.

7. Reports and Updates

A. Council Representative Report, Council Representative David Spence

Councilmember Spence requested that if there were any specific projects that the Open Spaces Commission would like him to pass along to the Council, to let him know. Chair Thomas said that Commissioners would come up with a list of their priorities to share with him.

B. Planning and Zoning Commission Representative Report, Representative Mary Norton

Commissioner Norton did not have an update to provide. Commissioners discussed the city's coding status with Commissioner Norton.

C. Open Space Management Report, Robert Wallace and Sylvia Struss

Sylvia Struss shared with Commissioners upcoming Open Space events, including the next full moon hike on February 1st at Buffalo Park at 5:45 PM, an archaeological hike at Picture Canyon to celebrate Arizona's Archaeology and Heritage Awareness month on March 28th, and then on April 25th they plan to host a hike to celebrate Trails Day. Weed Pull Wednesday's will resume in May.

D. PROSE Monthly Newsletter, [December 2025](#).

Commissioners acknowledged and expressed their appreciation for Rebecca's years of service to the City of Flagstaff.

8. Informational Items To and From Commissioners and Staff

Commissioner Norton requested that once the renaming of Observatory Mesa Natural Preserve is official, that they do a press release and look into hosting a small event celebrating the renaming with the public. Robert added that they would need to engage with PROSE's events and marketing staff and will look into determining a future date and possibly combining it with an event such as Earth Day.

9. Potential Future Agenda Items

February's joint commission meeting's potential agenda items:

- Review and approve the proposed BBB recreation budget (five-year plan)
- Receive additional information regarding the contractor selected for developing PROSE's master plan

March's Open Spaces Commission meeting's potential agenda items:

- Discussion of other city's master plans that include sections similar to Open Space

10. Adjournment

Chair Thomas adjourned the meeting at 5:17 PM.