

MINUTES

PARKS AND RECREATION COMMISSION
MONDAY
MAY 18, 2026

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 4:00 PM.

2. Roll Call

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

Chair Stephen Parsons, present	Commissioner Lisa Lamberson, present
Vice Chair Austin Kerr, present	Commissioner Jill Christensen, present at 4:21 PM
Commissioner Neil Frazier, absent	Commissioner Josh Stackhouse, present
Commissioner Camille Diab, present	Councilmember Rep: Anthony Garcia, present

Staff present: Rebecca Sayers (PROSE Director), Tyrone Johnson (Recreation Manager), Gino Leoni (Parks 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 April 20, 2026 [Minutes](#)

Commissioner Kerr moved to approve the April 20, 2026 minutes as attached. Commissioner Lamberson seconded the motion. Motion carried.

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 were received.

6. Discussion Items

A. Highland Mesa Park Update

Amy Hagin provided an update on the Highland Mesa Park project, noting the item was requested during the previous month's Commission meeting. She presented a GIS map of the park and reviewed details regarding the existing and planned FUTS trail connections. Amy explained that there is currently no direct access to Highland Mesa Park, and staff has been working with the neighborhood's Residential Owners Association regarding a potential access easement. She also

reviewed planned off-site improvements, including ADA ramp upgrades, striping of a roadway crosswalk, and traffic engineering efforts to realign the existing urban trail system.

Amy stated that onsite park improvements remain pending approval of the off-site improvements that are currently under review. In response to questions from Commissioners, she explained that the park consists of approximately 5.6 acres and does not include onsite parking, as it is intended to function as a neighborhood park. She further discussed future FUTS trail plans, including extending and realigning portions of the trail network to improve accessibility and maintenance operations, particularly during snow removal.

Discussion also occurred regarding the potential budget impacts of the proposed off-site improvements. Public comment was received expressing appreciation for the project and support for the planned park improvements.

B. Cheshire Park Expansion Update

Amy shared an update on the Cheshire Park Expansion Project. She reviewed a conceptual design for the additional 9.3-acres to the existing park, which includes a new multipurpose field and additional parking improvements. Amy stated that discussions have occurred with the Museum of Northern Arizona regarding shared parking opportunities, as the proposed parking lot would include approximately 73 spaces and could potentially support museum overflow parking through future event permitting agreements. Currently, the project remains in the design review stage and that the urban trail alignment may require adjustment to accommodate the multipurpose field.

In response to questions from Chair Parsons, Amy stated that the field is not expected to host running competitions, but rather training opportunities. She also explained that outreach from the running community helped initiate discussions for the project due to the lack of a public running track in the area. With the addition of the multipurpose field, the park is expected to expand to approximately 13.5 acres.

Amy also shared that they plan to apply for a federal land and water conservation grant opportunity. PROSE has allocated approximately \$1.5 million toward the project and intends to leverage those funds as a matching contribution for the grant, potentially bringing the total project funding to approximately \$3 million.

Additional discussion occurred regarding possible ADOT access or roadway improvements along Highway 180. Amy stated the project has not yet advanced far enough in the design review process for those discussions to occur, though ADOT could require roadway edge improvements in the future.

Staff noted that the federal grant process could take approximately 9 to 12 months for award consideration, followed by an estimated 6 to 9 month construction timeline if funding is approved.

C. Summer Events

Haley Reynolds reported that the Concerts in the Park schedule has been published, with the series set to begin on June 3. Concerts will be hosted at various locations throughout the community, including Bushmaster Park and county parks: Peaks View and Raymond County Park through a partnership with Coconino County Parks and Recreation. Haley noted that the lineup includes a variety of musical artists, featuring both returning performers and new acts.

Haley also provided an update on the Fourth of July drone show event, describing it as a collaborative effort involving the entire PROSE Division. She explained that drone launches will occur from either the baseball or softball field at Foxglenn Park, depending on weather conditions. Parking and transportation arrangements are being coordinated through partnerships with Mountain Line, Knoles Elementary School, and Sinagua Middle School. A shuttle service will be provided to the event site. Staff noted that Butler Avenue will be closed from 4th Street to the park and emphasized the importance of public communication regarding traffic access, parking, and neighborhood impacts. Coordination with emergency management has taken place to ensure residents maintain access to affected areas. Discussion also took place regarding parking fees and

the decision to host the event at Foxglenn Park.

D. **Kaizen Software Update**

Tyrone Johnson provided an update regarding the transition to the new Kaizen recreation registration software platform for PROSE and all recreation centers, noting that the system is now fully operational. He explained that the software is intended to be more user-friendly and provide residents with greater autonomy in managing their accounts and registrations online. Tyrone shared the [website](#) with the Commission and provided an overview of the public-facing interface, including examples of how community members can create accounts, reserve ramadas, and register for programs and memberships.

Tyrone reported that nearly all accounts from RecTrac have been migrated into Kaizen. Discussion occurred regarding response times for refund requests and customer service under the new platform. In response to a question concerning costs associated with the system, Rebecca explained that the new additional 5% fee applied during the first year using this software, will support collection of user data for a future fee study. She also noted that credit card processing fees are now being passed directly on to customers.

7. **Reports and Updates**

A. Council Representative Report, Council Representative Anthony Garcia

Representative Garcia reminded the Commission that the final day to vote on the Regional Plan is tomorrow (May 19, 2026). He also provided an update regarding the Public Safety Citizens Advisory Committee, noting that future ballot measures could arise from its recommendations. Representative Garcia further complimented the work of the Parks and Recreation Committee and recognized the thoughtful and impactful questions being addressed.

B. PROSE Monthly [Newsletter](#), April 2026

- Staff confirmed the Touch a Truck event is scheduled for July 11.
- Commissioner Kerr shared that one of his students participated in the High School Hog Call Bench Press Competition hosted at the Aquaplex. He expressed appreciation for the fitness mentorship program and the positive impact it has had on participating students.
- Discussion occurred regarding the possibility of implementing geofencing technology to better determine park usage and identify which parks have the greatest community impact. Haley and Amy have explored the concept and discussed the potential use of specialized software to assist with data collection. They further explained the technology could help identify which parks could be eligible for more funding based on visitation numbers. However, additional research and budget considerations would be necessary before moving forward.

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

Commissioner Christensen inquired about the new game room at HJRC. Staff stated the Commission will receive an update and tour at next month's meeting.

9. **Agenda Items for next meeting**

Visit the new gaming room at Hal Jensen Recreation Center.

10. **Adjournment**

Chair Parsons adjourned the meeting at 5:48 pm.