



PARKS AND RECREATION COMMISSION  
Virtual Meeting – [Click here to join the meeting](#)  
March 21, 2022 4:00 p.m.



**DRAFT MINUTES**

**Members Present**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Commissioner Richard Conway (Chair)     | <input checked="" type="checkbox"/> Commissioner Austin Kerr |
| <input type="checkbox"/> Commissioner Brenda Linskey                        | <input checked="" type="checkbox"/> Commissioner Ryan Martin |
| <input checked="" type="checkbox"/> Commissioner Stephen Parsons (Co-Chair) | <input checked="" type="checkbox"/> Commissioner Dana Rowden |
| <input checked="" type="checkbox"/> Commissioner Josh Stackhouse            |  |

**Councilmember / Liaison to the City Council**

- Councilmember Regina Salas

**Staff and Others Present**

Rebecca Sayers – PROSE Director  
Beck Thomas – PROSE Administrative Specialist  
Amy Hagin – Parks and Recreation Manager  
Mark Reavis – Heritage Preservation Officer/Neighborhood Planner  
Jordan Hollinger – Associate Planner  
Dick Reckmeyer – Pickleball Association  
Jen Kottra - Pickleball Association  
Randy M. - Pickleball Association  
Wendy Tooker – Pickleball Association

**Call to Order**

The meeting was called to order at 4:03 PM.

1. **Roll Call**

Chair Conway, Co-Chair Parsons, Commissioners Stackhouse, Kerr, Martin, and Rowden were present for roll call.

2. **Approval of the February 28, 2022 Meeting Minutes**

A motion was made by Co-chair Parsons to approve the February 28, 2022 minutes as written. The motion was seconded by Commissioner Martin. Motion passed unanimously.

3. **Public Participation**

No public participation during this agenda item but was given during discussion items.

4. **Discussion Items**

A. **Regional Plan update process – Comprehensive Planning staff**

Mark Reavis and Jordan Hollinger presented on the Regional Plan update. The Regional Plan through 2045 was detailed including specific plans and implementation. A brief overview of the 2030 Regional Plan in relation to Flagstaff Parks, Recreation, Open Space, and Events (PROSE) was given including policy recommendations. Public participation is requested for the 2045 Regional Plan, to which a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis was offered during this meeting to commissioners only. Reavis mentioned emerging issues to consider such as carbon neutrality, public health, equity and inclusion, new housing affordability strategies, and emerging technologies during the SWOT Analysis. Commissioners were given time to participate in the interactive SWOT Analysis. Hollinger asked participants to rate each idea entered by commissioners by importance. A copy of the final SWOT analysis is attached to these minutes.

B. **Review of Commission update to City Council on March 22, 2022**

An opportunity for the Commission to present updates about their recent work to the City Council arose shortly after the February Commission meeting. The updates are scheduled for the Council meeting on March 22, 2022. The Chair and Co-chair of the Commission worked with Director Sayers to develop a PowerPoint presentation that the Chair and Co-Chair will present. Chair Conway and Co-chair Parsons went

through the slides to receive feedback from the Commission. The Presentation reviews the functions of the Commission as per City Code, recent and upcoming agenda items, and unfunded capital improvements. The commission suggested highlighting unfunded capital improvements and park priorities, such as the need for a new maintenance building for Parks employees and the idea of a West Side Park.

- C. Commission project priorities including budget update, review of the Unfunded Capital Improvements list, and review of previous Commission priorities
  - o (Requested outcome: Consensus on Commission recommendations on project priorities when funding is available)

Director Sayers informed the Commission that funding for West Side Park has been identified in the amount of \$1,500,000 and is available this fiscal year. The funds will be carried forward as staff does not have capacity right now to ramp back into this project. The plan is to finish the Thorpe Park Annex public engagement process this fall (2022) and begin the outreach for West Side Park in 2023. Sayers noted that this park project was heavily supported by previous commissioners and would like input from the current commissioners on prioritizing this park. Sayers paused to gather comment from the Commission on what was given so far regarding the budget.

The Commission asked if the cemetery was part of their purview, to which Amy Hagin, Parks and Recreation Manager, detailed how the cemetery falls under the Parks Section, and the needed Master Plan for the cemetery that is a line item in the Unfunded Capital Improvements list can be included in the upcoming Parks, Recreation, and Open Space Master Plan, which will take place in 2023.

The Commission asked for details on the line-item titled Buffalo Park Improvements to which Hagin detailed parking lot improvements including paving and striping, landscaping, and other beautification efforts.

The Commission asked about the location of the new West Side Park, to which Hagin presented a map to show where the park would be located near S. Woodlands Village Blvd. Sayers then mentioned it would be a neighborhood sized park (less than five acres) and staff will be seeking input on the official name of the park during neighborhood public engagement.

The Commission questioned what the previous commissioners prioritized and if a brief description of each priority could be given. Sayers answered that West Side Park was top priority, with the Continental Regional Park Development including a Girls Softball Complex was next. Christensen Park was also a priority but has limited access to the property and is not a “shovel ready” project. The final priority was improvements to Cheshire Park to build out previously designated land as multi-purpose, artificial turf fields.

The Commission asked which projects are prioritized by the PROSE director, Managers, and Employees to which Sayers responded that this effort is to see which items are prioritized by commissioners. Sayers solicited feedback from commissioners on what information they are gathering from the community on project priorities.

The Commission asked about the Bed, Board and Beverage (BBB) Fund and how it changes over time, to which Sayers responded with positive news that they are optimistic on funds received from the BBB Fund. Capping the BBB Fund amount to be spent on routine maintenance is also under consideration, meaning as revenues continue to grow more funding will be available for larger scale projects.

The Commission asked about development funds for Thorpe Park Annex to which Sayers responded that the ongoing community outreach will inform decisions that are brought forth for project fund requests, however a line item is included on the Unfunded Capital Improvements list at \$1,600,000.

Chair Conway opened the floor for commissioners to state their priorities and he stated what his priorities are. They included the Girls Softball Complex at Continental Park, upgrading field lighting to LED lighting, Flagstaff Urban Trail System (FUTS) asphalt repair, and pickleball courts as top Parks priorities. For Recreation priorities, Conway mentioned the Aquaplex expansion for a lap pool, a snowplay area, a second sheet of ice at Jay Lively

Ice Rink, and a special events facility.

Commissioner Martin prioritized the Girls' Softball Complex, West Side Park, Pickleball Courts at Bushmaster Park, and Thorpe Park Annex. For Recreation, Martin prioritized facility repair, Aquaplex expansion, and Jay Lively Replacements (cooling towers and chillers).

Commissioner Kerr prioritized the Girls' Softball Complex and the Christensen racquet facility, as the Commission received previous public support for these items. He acknowledged that both of these projects should be on an upcoming ballot for funding and thought there is support for this. He also prioritized West Side Park and Bushmaster pickleball courts.

Commissioner Stackhouse prioritized driving revenue through certain projects such as the Girls' Softball Complex having dual purpose. For example, if the Softball Complex could be built to also host special events, the City could increase its revenue base.

Commissioner Parsons agreed with Stackhouse about revenue generation and asked clarifying questions regarding the cost for the Girls' Softball Complex, with a response given of about \$15,500,000 from a 2020 estimate. Parsons recommended starting the Girls' Softball Complex at some level as soon as funding is available, even if it has to be phased in. He had a similar recommendation for pickleball courts at Bushmaster Park – start with as many courts as possible and expand later. Parsons also prioritized tennis facilities or a racquet complex, as well as West Side Park.

Public Participation was called about priorities, to which Jen Kottra of the Flagstaff Pickleball Association mentioned the importance of developing dedicated pickleball courts at Thorpe Park Annex, Bushmaster Park, or Cheshire Park. Bushmaster Park was mentioned as a location for upwards of 20 courts being added.

Manager Hagin mentioned that a presentation was given to propose six or seven pickleball courts at Bushmaster Park at a cost of \$700,000. Many commissioners mentioned Pickleball as a priority.

Commissioner Rowden requested more time to consider priorities.

5. City Council Liaison Reports – Councilmember Regina Salas

Councilmember Salas invited everyone to participate in two community surveys regarding [MetroPlan Strive Forward](#) and [Public Improvement Projects/Community Bond Survey](#).

6. Reports – Monthly highlights of Parks and Recreation, Open Space

No questions or comments.

7. Informational items to and from Commissioners and Staff

Chair Conway gave a reminder that the Commission will give a report to the City Council Meeting on March 22, 2022.

8. Agenda Items for April 18, 2022 meeting

- A. Commission meetings - return to in-person/hybrid options and location
- B. Project review and updates
- C. Grant opportunities
- D. Add: Creating a "Friends" fundraising group – Commissioner Stackhouse

Adjournment

The meeting adjourned at 6:15 PM.

### Strengths

Emphasis on equitable access to parks		8.2 /10
emphasis on walkability		7.2 /10
Strong vision for providing parks and recreation facilities for Flagstaff		8.4 /10
I really like that it goes into some detail about other organizations and what they offer to the region		5.6 /10
Neighborhood emphasis		8.0 /10
High quantity of parks		7.8 /10
Approach towards sustainability		7.8 /10
In depth, data driven approach		7.0 /10

### Weaknesses

Lack of prioritization of recreation to meet current and future demand		6.4 /10
The complexity of 180 data driven metrics.		5.0 /10
Lack of understanding what the plan does and means for an individual.		7.2 /10
Unclear if the plan has obtainable (SMART) goals included		8.0 /10
Lack of funding for additional park and rec facilities		9.8 /10
Complex, not easy to understand		7.4 /10

### Opportunities

coordination with transportation services.		6.6 /10
Consideration of underutilized community parks.		6.8 /10
Cost recovery opportunities		7.8 /10
Encouraging development of facilities in private developments		6.2 /10
Public- Private partnership		6.4 /10
Community engagement		9.5 /10
Potentially more coordination between existing agencies		7.5 /10
Adding parks and recreation facilities to underserved communities		8.2 /10
Integration of accessible and equitable designs for all parks and rec facilities		8.7 /10
focus on the FUTS Trail		6.5 /10
Making sure we have the most sustainable facilities as we work across all departments due to the emergency declaration		7.2 /10

### Threats

The results of the previous regional plan(?)		6.0 /10
Potentially running out of space		6.8 /10
time frame to implement changes.		5.4 /10
Inflation		6.5 /10
Expiration of BBB tax funding		9.3 /10
Financial capabilities		8.6 /10
Affordability of services		7.6 /10