



PARKS AND RECREATION COMMISSION  
Hybrid Meeting – [Click here to join the meeting](#)  
Community Room, Aquaplex 1702 N Fourth St.  
June 20, 2022 4:00 p.m.



## DRAFT MINUTES

### Members

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Commissioner Richard Conway (Chair)     | <input type="checkbox"/> Commissioner Austin Kerr            |
| <input checked="" 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

Amy Hagin – Parks and Recreation Manager  
Rebecca Sayers – Parks, Recreation, Open Space, and Events (PROSE) Director  
Jana Perpetch  
Allison Bates

### Call to Order

The meeting was called to order at 4:00 pm.

#### 1. Roll Call

Commissioners Conway, Linskey, Parsons, Martin, and Rowden were present at roll call. Commissioner Stackhouse arrived at 4:05 pm remotely and 4:15 pm in person.

#### 2. Approval of the May 16, 2022 Meeting Minutes

Commissioner Martin motioned to approve minutes. Commissioner Linskey seconded the motion. Motion approved unanimously.

#### 3. Public Participation

No public participation.

#### 4. Discussion Items

##### A. Project information and updates to inform priorities discussion

Amy Hagin, Parks Manager and Interim Recreation Manager, provided a presentation to give background information on deferred maintenance such as parking lot repairs, outdated play structures, sport court resurfacing, etc. She differentiated upgrades and new amenities with examples such as field lighting upgrades to LED, or adding a new park like West Side Park. Hagin also went into the top deferred items such as Arroyo Park and Mobile Haven Park play structures that are over 20 years old, along with Flagstaff Urban Trail System (FUTS) repairs and parking lot repairs. Sport Court resurfacing at Bushmaster, Thorpe, and Cheshire Parks were provided as examples of further deferred maintenance. New amenities that are funded for Fiscal-Year 23 include West Side Park (\$1,500,000) and pickleball courts at Bushmaster Park (\$700,000).

Hagin asked for questions on the presentation. The Commission asked how many grants can be written, and Hagin responded that there may be resources to write one in the near future. The Commission also asked if deferred maintenance can be grant funded, to which Hagin responded that in some cases, play

structures can utilize grant funding, but other projects like cemetery roads, FUTS rebuild or repair, or parking lots are less likely. The Commission asked about impacts to Lone Tree and Route 66 FUTS segments from the Lone Tree Overpass. Hagin responded that there may be little impact to portions of the trail that are close to the widening areas on Lone Tree but the majority will not be within the project area. A member of the public, Jana Perpetch, asked how the Parks and Recreation Commission prioritizes projects and how do grants fit into this process. Hagin answered that this is a new process for the Commission, and Sayers added that understanding the needs of the public and the Commission can help draw a bigger picture for the Division (PROSE). At the next meeting, with background information provided during this meeting, a more robust conversation of prioritization can be conducted. After that meeting, PROSE will start to build out the BBB-Recreation funding plan for the next 5 years. The Commission brought up economical impacts, and how PROSE may facilitate a possible recession. Sayers answered that there is a citywide recession plan that would go into effect, with the ability to put projects and unnecessary spending on hold to withstand recession impacts. Sayers suggested that saving funds when there is a threat of recession can help keep an allocation available for future projects that are higher prioritized.

To the question regarding ranking or prioritizing projects, Chair Conway answered that community impact, future cost savings/revenue generation, and less impact to ongoing budget were his top criteria for ranking projects. Sayers mentioned that a prioritization exercise inspired by the Beautification and Public Arts Commission will be given at the next meeting in July to give the Commissioners an opportunity to rank on their own, and then reconvene with the group to form a unified plan.

The Commission asked how replacement playgrounds are chosen, and Hagin responded that there are many ways playgrounds can be chosen such as through community survey, or by comparing to other communities and cities to see what upgrades are being done elsewhere. The idea of economies of scale was mentioned when purchasing playgrounds, and Hagin responded that purchasing many new playgrounds at once can cause a backlog later on like we're seeing now from the parks built/improvements made from 1995-2000.

The Commission returned to the question regarding separating deferred maintenance from new projects, and the Commission answered that keeping maintenance grouped with new projects helps the Commission keep those costs in mind when deciding on what is prioritized. Play structure safety was also mentioned as a deciding factor for replacement. Hagin responded that deferred maintenance of replacing obsolete play structures depends on how easily replacement parts can be found. Sayers added that safety is always required for park amenities, and a play structure would not be open if it wasn't safe.

The Commission asked about frequency of use for parks/play structures and if there's a way to get information to factor into the prioritization. Hagin responded that ample information provided for each park would help the Commission to determine their own priorities, including how much use each park/play structure is getting; however this kind of information is difficult to ascertain without on-site staff or surveillance to collect the data. Sayers mentioned that a higher-level ranking exercise is more appropriate for the Commission. Instead of getting into which specific amenities need to be replaced, the idea of replacing old play structures being a priority greatly informs PROSE's next steps. There was a brief discussion of holding a longer work session for the Commission to further understand potential projects, current facilities, and future needs.

- B. Creating a Friends of Flagstaff Parks and Recreation Related group – Commissioner Stackhouse  
Commissioner Stackhouse introduced the idea of a "Friends" group created alongside municipalities, to

raise funds for respective commissions/divisions. These groups can also become a 501c(3) (a non-profit organization as regulated by the Internal Revenue Service (IRS)) to receive certain funding that may not be appropriate for the commission/division to collect on their own such as proceeds from alcohol sales at events. Stackhouse has offered to spearhead this group and build membership to support PROSE. Salas mentioned her involvement with other Friends groups and offered to help if questions arise. She also brought up the inclusion of Open Space in the PROSE Division, and how approaching groups associated with Open Space may be great resources to reach out to. Sayers asked what Commissioner Stackhouse may need from the Commission for next steps for the Friends group. Stackhouse asked the Commission to help with ideas, and to create a list for him to accomplish these ideas. Salas said that a founding board is necessary to form, along with a mission and vision to create direction for the Friends group. Sayers mentioned that working together with the division to develop the group is essential to keep the messages aligned between the two organizations. Chair Conway reminded the Commission that Friends groups take a lot of upkeep and communal participation from the Commission and City staff to keep the group running effectively and efficiently.

C. Thorpe Park Annex Public Outreach Update and Survey

- o [Flagstaff Community Forum | City of Flagstaff Official Website \(az.gov\)](#)

Sayers asked the Commission to participate in the survey via the Flagstaff Community Forum to provide their feedback for Thorpe Park Annex. She mentioned the turnout for the June 11, 2022 design session was around 150 participants with great support from the public. She mentioned that three concepts for the park were provided based on previous community involvement. Visuals for the concepts were provided and can be viewed at the link above. The Commission will be provided results from the survey before they are provided to City Council in November. Some concern was expressed from the Commission on logistics for design of the Amphitheatre, and on sustainability for certain ideas like the event space.

5. City Council Liaison Reports – Councilmember Regina Salas

Salas gave an update on what the City Council meeting on June 21 will include, such as a resolution ordering a special bond election for the November 8 election. The bonds, if approved by voters, would order \$77 million to invest in water/wastewater/stormwater infrastructure and wildfire suppression equipment. There is also the creation of workforce housing amounting to \$20 million. The Fiscal year 22-23 budget will be adopted in the amount of \$540 million and there will be a reading of the proposed primary tax levy.

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

The Commission asked again for quarterly Aquaplex membership data to be added to the report. Hagin responded that this is in the works and will be provided.

7. Informational items to and from Commissioners and Staff

There were no informational items to and from Commissioners and Staff.

8. Agenda Items for the July 18, 2022 meeting

- A. Observatory Mesa Draft Trail Plan
- B. Volunteer from the Commission for the Commission on Council Salaries
- C. Priorities/ranking exercise
- D. BBB Recreation 5-Year Plan
- E. Plan for Commission work-session

Adjournment

The meeting adjourned at 6:04pm.