

MINUTES

1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held March 18, 2025, to order at 3:00 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for discussion and consultation with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Roll Call

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

PRESENT:

ABSENT:

MAYOR DAGGETT
VICE MAYOR SWEET
COUNCILMEMBER ASLAN (arrived at 3:02 p.m.)
COUNCILMEMBER GARCIA
COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER SPENCE

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. PLEDGE OF ALLEGIANCE, MISSION STATEMENT, AND LAND ACKNOWLEDGEMENT

The Council and audience recited the pledge of allegiance, Councilmember House read the Mission Statement of the City of Flagstaff, and Councilmember Garcia read the Land Acknowledgement.

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

LAND ACKNOWLEDGEMENT

The Flagstaff City Council 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.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- A. **Consideration and Approval of Minutes:** City Council Regular Meeting of May 21, 2019, Combined Special Meeting/Work Session of February 11, 2020, Work Session of February 25, 2020, Work Session of March 10, 2020, Special Meeting of June 23, 2020, Work Session of November 20, 2020, Work Session of December 12, 2023, Regular Meeting of January 16, 2024, Special Meeting of November 22, 2024, Regular Meeting of December 17, 2024, Regular Meeting of January 7, 2025, Work Session of January 14, 2025, Regular Meeting of January 21, 2025, Work Session of January 28, 2025, Orientation Retreat of January 30, 2025, Budget Retreat of January 31, 2025, Work Session of February 11, 2025, and Work Session of February 25, 2025.

Moved by Councilmember Khara House, **seconded by** Councilmember Lori Matthews to approve the minutes of the City Council Regular Meeting of May 21, 2019, Combined Special Meeting/Work Session of February 11, 2020, Work Session of February 25, 2020, Work Session of March 10, 2020, Special Meeting of June 23, 2020, Work Session of November 20, 2020, Work Session of December 12, 2023, Regular Meeting of January 16, 2024, Special Meeting of November 22, 2024, Regular Meeting of December 17, 2024, Regular Meeting of January 7, 2025, Work Session of January 14, 2025, Regular Meeting of January 21, 2025, Work Session of January 28, 2025, Orientation Retreat of January 30, 2025, Budget Retreat of January 31, 2025, Work Session of February 11, 2025, and Work Session of February 25, 2025.

Vote: 7 - 0 - Unanimously

5. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Council about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Open Call to the Public appears on the agenda twice, at the beginning and at the end. The total time allotted for the first Open Call to the Public is 30 minutes; any additional comments will be held until the second Open Call to the Public.

If you wish to address the Council in person at today's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Open Call to the Public and Public Comment. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

Brendan Trachsel addressed Council with concerns about the Flock cameras installed around Flagstaff. His concerns focused on mass surveillance without consent and there being no legal restrictions in place for the use of the data collected. He urged Council to cancel the contract.

Sustainability Coordinator Tia Hatton Tenny and Economic Development Administrator Creag Znetko addressed Council and announced the Innovate Green Business Pitch Competition. They encouraged local residents and business owners to apply for cash awards for innovative projects promoting environmental sustainability.

Colleen Maring, Chief People Officer and General Council, and Tyffany Laurano, Chief Nursing Officer, for Northern Arizona Healthcare addressed Council and shared plans to renovate the Flagstaff Emergency Department to improve efficiency and comfort, addressing challenges related to capacity and wait times.

6. COUNCIL LIAISON REPORTS

Vice Mayor Sweet reported on several upcoming meetings, including a Mountain Line Board meeting, the Water Commission meeting, and a utility cabinet ribbon-cutting event at Sinagua Middle School to celebrate the addition of the Midnight Ravens utility cabinet art wrap.

Councilmember Garcia shared updates from the Parks and Recreation Commission which included a partnership with the Beautification and Public Art Commission for a public art installation at Smoke Rise Community Park and the development of Highland Mesa Park, which is in the visioning phase with community participation.

Councilmember Matthews provided updates from the Airport Commission meeting, which included the design progress of the snow removal equipment building, upcoming airfield maintenance projects, and the terminal concession project. She also shared the results of the city's audit, highlighting the unmodified opinion received and the city's financial stability.

7. LIQUOR LICENSE PUBLIC HEARINGS

Applications under Liquor License Public Hearings may be considered under one public hearing and may be acted upon by one motion unless otherwise requested by Council.

A. Consideration and Action on Liquor License Application: Chad Michael Cook, "YLEM Distilling "1605 N Main St, Series 18 (Craft Distiller), New Application

Mayor Daggett opened the public hearing.

Deputy City Clerk Georganna Staskey introduced the applications and indicated that the Police Department and Community Development had provided their respective findings.

There being no public comment, Mayor Daggett closed the public hearing.

Moved by Councilmember Khara House, **seconded by** Councilmember Anthony Garcia to forward the application to the state with a recommendation for approval.

Vote: 7 - 0 - Unanimously

8. CONSENT AGENDA

All matters under Consent Agenda are considered by the City Council to be routine. Unless a member of City Council expresses a desire at the meeting to remove an item from the Consent Agenda for discussion, the Consent Agenda will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to approve the Consent Agenda as presented.

Vote: 7 - 0 - Unanimously

A. Consideration of Appointments: Magistrate and On-Call Magistrates for the Flagstaff Municipal Court.

Approve the re-appointments of Honorable Michael Araujo, Honorable Hector Figueroa, and Honorable Andrew Moore and the appointment of two additional On-Call Magistrates Robert Brown and Wayne Nelson to the Flagstaff Municipal Court.

B. Consideration and Approval of Contract: Cooperative Purchase Contract with Courtesy Chevrolet in the amount of \$73,998.42 for the purchase of (1) 2024 Chevrolet 5500 Crew Cab 4x4 Cab/Chassis for Stormwater Maintenance.

1. Approve the purchase of (1) 2024 Chevrolet 5500 Crew Cab 4x4 Cab/Chassis from Courtesy Chevrolet.
2. Authorize the City Manager to execute the necessary documents.

- C. **Consideration and Approval of Contract:** Cooperative Purchase Contract with Courtesy Chevrolet in the amount of \$70,225.06, for the purchase of (1) Chevrolet Silverado 3WT (work truck) Electric Vehicle truck.
1. Approve the purchase of (1) 2024 Chevrolet Silverado 3WT (work truck) full electric pickup from Courtesy Chevrolet.
 2. Authorize the City Manager to execute the necessary documents.
- D. **Consideration and Approval of Contract:** Contract for the purchase of up to (6) Toyota Rav 4 Prime Plug-In Hybrid Electric Vehicles (PHEV) in an amount not to exceed \$318,718.02 (\$53,119.67 per unit).
1. Approve Contract with Findlay Toyota of Flagstaff for the purchase of up to (6) Toyota Rav 4 Prime PHEV SUV's for an amount not to exceed \$318,718.02 for use by the Library, Code Compliance, Fleet Services (Pool Vehicle), and Building Inspections programs.
 2. Authorize the City Manager to execute the necessary documents.
- E. **Consideration and Approval of Contract:** Robert Cohen Co., LLC, a New Mexico Limited Liability Company, doing business as, Sport Surfaces Distributing, Inc. in the amount of \$239,499.48 for the second phase of the floor replacement at Jay Lively Activity Center.
1. Approve the Cooperative Purchase Contract in the amount of \$239,499.48 with Robert Cohen Co., LLC, a New Mexico Limited Liability Company, doing business as, Sports Surfaces Distributing, Inc. for the second phase of the floor replacement at Jay Lively Activity Center; and
 2. Authorize the City Manager to execute the necessary documents.
- F. **Consideration and Approval of Contract:** Approve the Contract for Purchase of Materials/Services with Corporate Technology Solutions, LLC, in an amount not to exceed \$170,000 for the purchase of audio and video equipment for three conference meeting spaces.
1. Approve the Contract for Purchase of Materials/Services with Corporate Technology Solutions, LLC (CTS) to provide audio and video upgrades to the Aquaplex meeting space, Business Accelerator Policy Room, and Business Accelerator Large Conference Room, in the amount not to exceed \$170,000; and
 2. Authorize the City Manager to execute all necessary documents.
- G. **Consideration and Approval of Contract:** Amendment No. 1 to the Professional Services Contract with Brown and Caldwell for an increase in compensation of \$63,073 for the Lake Mary Treatment Plan Basin Design.
1. Approve Amendment No. 1 to the Professional Services Contract with Brown and Caldwell for an increase in compensation of \$63,073 for the Lake Mary Treatment Plan Basin Design; and
 2. Authorize the City Manager to execute all necessary documents.
- H. **Council Confirmation of Direction:** Council met in executive session on March 18, 2025 to consult with and give instructions and direction to its legal counsel regarding litigation.

Direct staff to follow City Council instruction and direction given in executive session

9. **ROUTINE ITEMS**

- A. **Consideration and Approval of Audited Financial Reports:** Year ending June 30, 2024

Finance Director Brandi Suda presented a recognition to Dave Cospers for his long service on the

Audit Committee. Mr. Cospser had been serving the committee since 1998. Ms. Suda introduced Michael Loren Lauzon of HeinfeldMeech who provided a PowerPoint presentation that covered the following:

PRESENTATION OF THE CITY OF FLAGSTAFF ANNUAL AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2024
 AUDIT REQUIREMENTS
 IMPORTANCE OF THE AUDIT
 AUDIT PROCESS
 AUDIT METHODOLOGY
 REPORTS ISSUED
 FINANCIAL AUDIT HIGHLIGHT -- ACFR
 SINGLE AUDIT HIGHLIGHTS
 QUESTIONS

Councilmember Garcia noted that there were two asset classes in the General Fund that did not meet the budget, he asked if there was a change of service and court collections. Ms. Suda explained that they have seen a decrease in fines at the court over the last few years based on changes at the state level. Staff had been adjusting the budget over the years to account for the decline. She explained that all user fees across all funds naturally ebb and flow each year and it was difficult to budget those specifically.

Council expressed appreciation to staff for the work they do in keeping the city in a healthy financial position and doing so with such high standards.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to approve the FY 2023-2024 Annual Comprehensive Financial Report and the FY 2023-2024 Single Audit Report.

Vote: 7 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2025-10 and Ordinance No. 2025-04:** An ordinance to revise the Stormwater Management Design Manual to comply with current standards, definitions, and engineering design by adopting the 2025 Stormwater Management Design Manual.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to adopt Resolution No. 2025-10.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Ordinance No. 2025-04 by title only for the final time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 12, FLOODPLAINS, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "2025 STORMWATER MANAGEMENT DESIGN MANUAL"; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to adopt Ordinance No. 2025-04.

Vote: 7 - 0 - Unanimously

- C. Consideration and Approval of Contract:** Award the Design-Build Services Agreement for the Montalvo Science, Technology, Engineering and Mathematics (STEM) Education Community Center to Loven Contracting, Inc.

Public Works Director Scott Overton provided a PowerPoint presentation that covered the following:

MONTALVO STEM EDUCATION COMMUNITY CENTER
 TIMELINE
 IMPORTANT CONSIDERATIONS
 ACTION ITEM -- AWARD OF RSOQ 2024-138
 FUTURE ACTIONS
 RENDERING
 QUESTIONS AND DISCUSSION

Council expressed appreciation for the work of the team and for the engagement with the community on the project. The design process had been collaborative, with the goal of creating an inviting and functional space for education and future generations.

Council also discussed finding a suitable partner to operate the center through an RFP process, with flexibility built into the design to accommodate different potential uses. While sustainability had been a priority from the beginning, alternative building materials, such as straw bale and concrete block, were considered but ruled out due to budget constraints. The final decision landed on wood frame construction as the most cost-effective and sustainable option while still incorporating durable materials like CMU (concrete masonry units) for key structural elements.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to approve the Design Build contract to Loven Contracting, Inc. for the construction of the Montalvo Science, Technology, Engineering and Mathematics (STEM) Education Community Center in an amount not to exceed \$3,100,000 and authorize the City Manager to execute the necessary documents.

Vote: 7 - 0 - Unanimously

10. REGULAR AGENDA

A. Approval of materials for Washington DC Lobbying Trip

Public Affairs Director Sarah Langley provided a PowerPoint presentation that covered the following:

2025 DC LOBBYING TRIP
 TOPICS OF DISCUSSION
 WHAT DO WE LOBBY FOR?
 CONGRESSIONALLY DIRECTED SPENDING REQUESTS
 FY25 REQUESTS (APPROVED BUT NOT FUNDED)
 FY26 (TO BE SUBMITTED IN APRIL)
 ATTENDEES AND SCHEDULE
 KEY MEETINGS WILL INCLUDE
 COUNCIL DIRECTION

Moved by Councilmember Khara House, **seconded by** Councilmember David Spence to approve the materials for the Washington DC Lobbying Trip.

Vote: 7 - 0 - Unanimously

B. Consideration and Adoption of Resolution No. 2025-11: A resolution of the Flagstaff City Council, authorizing the submission of an application to the State of Arizona for the Arizona State Match Advantage for Rural Transportation (AZ SMART) fund for the Butler Avenue and Fourth Street Safety and Multimodal Improvements Project and authorizing acceptance of award.

Capital Improvements Engineer Trevor Henry introduced Senior Project Manager Ann Taylor who provided a PowerPoint presentation that covered the following:

CONSIDERATION OF AZ SMART FUND APPLICATION AND AUTHORIZING ACCEPTANCE FOR THE BUTLER FOURTH IMPROVEMENT PROJECT
 AZ SMART MATCH -- RESOLUTION
 ANTICIPATED PROJECT COSTS: DESIGN & CONSTRUCTION
 BUTLER FOURTH IMPROVEMENT PROJECT AREA

Council asked if the award had been confirmed. Staff stated that they received an official notice via email stating they were awarded the RAISE Grant. There had been no indication that the funding would be revoked. However, the U.S. Department of Transportation recently notified them that all RAISE grants were under review. They remain confident in their application and are prepared to provide any additional information required.

Council thanked staff for their work in securing the grant and ensuring that funding efforts align with the community's needs.

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-11 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF ARIZONA FOR THE ARIZONA STATE MATCH ADVANTAGE FOR RURAL TRANSPORTATION (AZ SMART) FUND FOR THE BUTLER AVENUE AND FOURTH STREET SAFETY AND MULTIMODAL IMPROVEMENTS PROJECT AND AUTHORIZING ACCEPTANCE UPON AWARD

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-11.

Vote: 7 - 0 - Unanimously

C. Consideration and Approval of Rental Incentive Bond Program Awards

Housing Planning Manager Jennifer Mikelson provided a PowerPoint presentation that covered the following:

RENTAL INCENTIVE BOND PROGRAM AWARDS
STAFF RECOMMENDED ACTION
HOW WE GOT HERE
PROP 442 AFFORDABLE HOUSING BOND
FUNDING RECOMMENDATIONS
AWARD PROCESS
COUNCIL DIRECTION

Council expressed gratitude for the work done in securing funds for affordable housing in Flagstaff, with a focus on 62 new units. The number may seem small, but every contribution helped address the city's housing affordability crisis. Council discussed the allocation of bond funds, with concerns raised about whether projects were being funded efficiently based on cost per unit. They also revisited the Foundation for Senior Living project, which was allocated \$3.3 million but is still awaiting tax credit approval. If the funding was not secured, the funds may be reallocated.

Council also discussed loan terms, particularly whether developers could extend affordability commitments from 30 to 50 years. While this could be negotiated later, it would depend on financial feasibility.

Moved by Councilmember Khara House, **seconded by** Councilmember Lori Matthews to approve the two Rental Incentive Bond Program Awards totaling \$1,670,000, resulting in a total of 62 affordable rental units, as recommended by the Housing Commission.

Vote: 7 - 0 - Unanimously

- D. **Consideration and Adoption of Resolution No. 2025-12:** A resolution of the Flagstaff City Council, accepting the transfer of the Williams Housing Authority Housing Choice Voucher Program

Councilmember Spence thanked staff for their willingness to take on the initiative. We are all part of the Northern Arizona community and this was a great example of being a good neighbor.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025-12 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL ACCEPTING THE TRANSFER OF THE WILLIAMS HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to adopt Resolution No. 2025-12.

Vote: 7 - 0 - Unanimously

11. **OPEN CALL TO THE PUBLIC**

None

12. **INFORMATIONAL ITEMS TO/FROM MAYOR, COUNCIL, AND STAFF, AND FUTURE AGENDA ITEM REQUESTS**

Councilmember Matthews reported that she and Councilmember House were in Washington D.C. the prior week for the National League of Cities Conference. She noted that there was a lot of opportunity to interact with other city and town representatives. She also reported that the Mountain Line Board would be meeting that week as would CJCC.

Councilmember Garcia thanked Economic Vitality Director Heidi Hansen and her team for providing him with an airport tour to learn more about their operations. He stated that he would be attending the Caesar Chavez Community Recognition luncheon as well as presenting on local leadership at Professor Nunoz's class.

Councilmember House recognized Vice Mayor Sweet's birthday that week. She also noted that she would be attending the next Council meeting virtually as she would be traveling.

Councilmember Spence requested the following FAIR items:

1. Discussion of the three acre Schultz parcel which is designated for affordable housing along with all other city parcels designated for affordable housing
2. Discussion for the method and timing for the selection of our vice mayor.

13. **ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held March 4, 2025, adjourned at 4:47 p.m.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I, STACY SALTZBURG, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on March 18, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 15th day of April, 2025

CITY CLERK