

## MINUTES

### 1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held February 20, 2024, to order at 3:01 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 ASLAN  
COUNCILMEMBER HARRIS  
COUNCILMEMBER HOUSE  
COUNCILMEMBER MATTHEWS  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER SWEET

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 Matthews read the Mission Statement of the City of Flagstaff, and Councilmember Sweet 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. PUBLIC PARTICIPATION

*Public Participation 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. Public Participation appears on the agenda twice, at the beginning and at the end. If you wish to address the Council 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 Public Participation. 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.*

Jesse Clemente Ochoa read his professional cover letter as he was seeking a management position in the civilian sector.

Steve Andariese submitted written comments in support of maintaining the city's Carbon Neutrality Plan.

#### 5. COUNCIL LIAISON REPORTS

Councilmember Sweet reported that she attended the Water Commission where they had a robust discussion about the water rate study. She also attended the MetroPlan Advance meeting where they did a lot of work visioning for the Vision Zero strategy and how to strategically align regional projects with grants. She noted that she would be attending the upcoming NACOG Regional Council meeting.

Councilmember McCarthy indicated that he also attended the MetroPlan Advance. He also attended the Senator Kelly hearing which focused on the Rio de Flag and other flood control projects.

Councilmember House shared that she attended the Athena Awards and congratulated the winner and young professional awardee. She also attended the Senator Kelly hearing and had a meeting with Senator Cook. She would also be attending the Black Student Union's Gala at Northern Arizona University.

#### 6. APPOINTMENTS

*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 the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body...., pursuant to A.R.S. §38-431.03(A)(1).*

##### A. Consideration of Appointments: Audit Committee

**Moved by** Councilmember Deborah Harris, **seconded by** Councilmember Khara House to appoint John Cortese to the Audit Committee.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember Khara House, to appoint Jennifer Stevenson to the Audit Committee.

**Vote:** 7 - 0 - Unanimously

#### 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.*

Mayor Daggett opened the public hearing on both applications.

Police Chief Dan Musselman introduced the applications and noted no concerns.

Vice Mayor Aslan noted that back in 2020 a prior Council voted to deny the application for the same location but with a different owner. He asked the applicant if they planned to sell the small \$0.99 mini bottles of liquor.

Jonathan Elder, on behalf of Family Dollar, stated that they would happily stipulate to not selling singles if that was the Council's pleasure. He noted that they had done that in other stores across the country.

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

- A. **Consideration and Action on Liquor License Application:** Amy S. Nations, "Whispering Winds Motor Hotel," 922 E. Route 66, Series 07 (Beer and Wine Bar), Location/Owner Transfer.

**Moved by** Councilmember Deborah Harris, **seconded by** Councilmember Miranda Sweet to forward the application to the State with a recommendation for approval.

**Vote:** 7 - 0 - Unanimously

- B. **Consideration and Action on Liquor License Application:** Rafael Galvan, Jr., "Family Dollar #28851," 5060 US-89, Series 10 (beer and wine store), New License.

**Moved by** Vice Mayor Austin Aslan, **seconded by** Councilmember Miranda Sweet to forward the application to the State with a recommendation for approval with the stipulation that no single serve mini bottles will be sold at this location.

**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 Deborah Harris, **seconded by** Councilmember Lori Matthews to approve the Consent Agenda as presented.

**Vote:** 7 - 0 - Unanimously

- A. **Consideration and Approval of Contract:** First Amendment to Contract for Services with Sonoran Land Resources, LLC in an amount not to exceed \$99,500 for property acquisitions necessary for the Rio de Flag Flood Control Capital Project.

1. Approve First Amendment to the Contract for Services with Sonoran Land Resources, LLC in an amount not to exceed \$99,500; and
2. Authorize the City Manager to execute the necessary documents.

## 9. **ROUTINE ITEMS**

- A. **Consideration and Approval of Contract:** Consideration and Approval of the Third Amendment for GMP 4, for Construction and Repair Services for the Inner Basin Waterline Restoration Project

Capital Improvements Project Manager David Pedersen introduced Matt McGrath, District Ranger for the Flagstaff Ranger District, Chuck English with Hunter Contracting, and Colby Walts with Arizona Game and Fish, together they provided a PowerPoint presentation that covered the following:

INNER BASIN WATERLINE RESTORATION PROJECT  
PROJECT STAKEHOLDERS

EXCITING NEWS  
 GUARANTEED MAXIMUM PRICE  
 CONTRACT & PROJECT TIMELINE  
 CONTRACT & PROJECT COSTS  
 THE UNEXPECTED  
 INNER BASIN STORM DAMAGE  
 THE UNEXPECTED

Council discussed the strong collaboration and adaptability of the team working on the Schultz Flood mitigation project, particularly in responding to unexpected challenges like repeat wildfires. While some original materials like timber failed due to subsequent fires, the team had reinforced structures with more durable options like steel pipes and concrete, improving long-term resilience. They also praised the team's expertise, peer review efforts, and innovative work in areas with no established standards. They suggested a community open house or tour to showcase the project's scope, impact, and importance, with plans for a celebration once the work is complete.

**Moved by** Councilmember Khara House, **seconded by** Councilmember Lori Matthews to approve the Third Amendment for GMP 4, for Construction and Repair Services with Hunter Contracting Co. for a Guaranteed Maximum Price of \$9,044,907.00 and a contract duration of 400-calendar days and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

- B. Consideration and Adoption of Ordinance No. 2024-04:** An ordinance of the City Council of the City of Flagstaff, authorizing the exchange of real property of substantially equal value with a property owner, ZH Holdings Butler, LLC; providing for delegation of authority, severability, repeal of conflicting ordinances, and establishing an effective date

**Consideration and Approval of Purchase Agreement** with ZH Holdings Butler, LLC

Real Estate Manager Bryce Doty addressed Council and stated that the purchase agreement would come to them at the March 5, 2024 meeting for approval and did not need to be approved as part of the ordinance.

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Miranda Sweet to read Ordinance No. 2024-04 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE EXCHANGE OF REAL PROPERTY OF SUBSTANTIALLY EQUAL VALUE WITH A PROPERTY OWNER, ZH HOLDINGS BUTLER, LLC; PROVIDING FOR DELEGATION OF AUTHORITY, SEVERABILITY, REPEAL OF CONFLICTING ORDINANCES, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Miranda Sweet to adopt Ordinance No. 2024-04.

**Vote:** 7 - 0 - Unanimously

- C. Consideration and Approval of Final Plat** Request by Brookfield Communities, Inc. for Final Plat approval for Woodshire on Butler Condominiums, a 50-unit residential condominium subdivision. (Subdivision of approximately 4.06 acres into 50 condominiums located at 2989 and 3001 E. Butler Avenue)

Planner Wesley Welch addressed Council and stated that the plat was approved in 2019 and there was an error that they were cleaning up.

**Moved by** Councilmember Khara House, **seconded by** Councilmember Lori Matthews to approve the final plat with no conditions and authorize the Mayor to sign both the plat and City/Subdivider Agreement when notified by staff that the documents are ready for recording.

**Vote:** 7 - 0 - Unanimously

## 10. REGULAR AGENDA

- A. **Consideration and Adoption of Resolution No. 2024-08:** A resolution of the Flagstaff City Council, authorizing the grant agreement for an Arizona State Parks Heritage Fund - Environmental Education grant, agreement # 632407, for the continuation of the Open Space Education Coordinator position to provide outdoor environmental programs for the community, for an additional two years.

Open Space Supervisor Robert Wallace provided a PowerPoint presentation that covered the following:

OPEN SPACE GRANT RESOLUTION AND AGREEMENT CONSIDERATION  
OPEN SPACE BACKGROUND -- WHO, WHAT, HOW  
WHAT WILL THIS GRANT ACHIEVE  
WHAT IS THE CITY AGREEING TO?  
HOW GRANT ACCEPTANCE MEETS CITY GOALS  
OPTIONS

Councilmember House praised the program for its community youth engagement and asked about efforts to represent underserved populations. Mr. Wallace explained that they focused on Title 1 schools, and were currently partnering with Mount Elden Middle School, Coconino High School, and Flagstaff High School, with plans to expand to more schools over time.

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Resolution No. 2024-08 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE APPLICATION FOR AN ARIZONA STATE PARKS HERITAGE FUND -- ENVIRONMENTAL EDUCATION GRANT*

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to adopt Resolution No. 2024-08.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember Khara House, **seconded by** Councilmember Miranda Sweet to authorize the grant agreement with the Arizona State Parks Board for the Heritage Fund Environmental Education grant program, for grant funds in the amount of \$119,724 with a city match of \$15,500, for the continuation of the Open Space Education Coordinator position to provide outdoor environmental programs for the community.

**Vote:** 7 - 0 - Unanimously

- B. **Consideration and Adoption of Resolution No. 2024-02:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement among the Coconino County Free Library District and the City of Flagstaff, the City of Williams, the City of Page, the Town of Fredonia, the City of Sedona, and Coconino County for the administration and funding of branch and affiliate libraries within the Coconino County Free Library District, and establishing an effective date

Library Director Linda Tillson addressed Council and stated that the agreement was primarily the same as the past agreement. She noted that the only substantive change was that the agreement was now for a period of two years rather than five. The shorter term would allow for a study to be conducted on how the organizational structure was set up and then revisit the agreement based on the findings. They had also changed some of the wording on the role of the County Librarian to better match state statute.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Lori Matthews to read Resolution No. 2024-02 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT AMONG THE COCONINO COUNTY FREE LIBRARY DISTRICT, THE CITY OF FLAGSTAFF, THE CITY OF WILLIAMS, THE CITY OF PAGE, THE TOWN OF FREDONIA, THE CITY OF SEDONA, AND COCONINO COUNTY FOR THE ADMINISTRATION AND FUNDING OF BRANCH AND AFFILIATE LIBRARIES WITHIN THE COCONINO COUNTY FREE LIBRARY DISTRICT AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Miranda Sweet to adopt Resolution No. 2024-02.

**Vote:** 7 - 0 - Unanimously

A break was taken from 4:08 p.m. through 4:18 p.m.

- C. Consideration and Adoption of Resolution No. 2024-09:** A resolution of the Flagstaff City Council, authorizing the acquisition of real property interests necessary for the Rio De Flag Flood Control Project, a public use; providing for delegation of authority, condemnation authority, repeal of conflicting resolutions, and establishing an effective date

Real Estate Manager Bryce Doty addressed Council and stated that the resolution would authorize condemnation for properties in proximity to the Rio de Flag Flood Control Project. He added that most would not have to be condemned as they had been successful in negotiations with the property owners but in order to keep on schedule staff needed to have the authorization to condemn in case, they were unable to come to an agreement with the property owners. He provided a brief negotiation status on each of the properties.

**Moved by** Councilmember Miranda Sweet, **seconded by** Councilmember Lori Matthews to read Resolution No. 2024-09 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, AUTHORIZING THE ACQUISITION OF REAL PROPERTY INTERESTS NECESSARY FOR THE RIO DE FLAG FLOOD CONTROL PROJECT, A PUBLIC USE; PROVIDING FOR DELEGATION OF AUTHORITY, CONDEMNATION AUTHORITY, REPEAL OF CONFLICTING RESOLUTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Miranda Sweet, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2024-09.

**Vote:** 7 - 0 - Unanimously

- D. Consideration and Adoption of Ordinance 2024-05:** An ordinance of the City Council of the City of Flagstaff authorizing the acquisition of real property for the Killip Inlet as part of the Spruce Wash Channel Improvements Project; providing for delegation of authority, repeal of conflicting ordinances, severability, clerical corrections, and establishing an effective date

Real Estate Manager Bryce Doty addressed Council and stated that the ordinance was to acquire all the properties related to the Spruce Wash Channel Improvement Project. Staff were seeking authorization to move forward with negotiations with the property owner for the acquisition of the property.

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Ordinance No. 2024-05 by title only for the first time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF AUTHORIZING THE ACQUISITION OF REAL PROPERTY FOR THE KILLIP INLET AS PART OF THE SPRUCE WASH CHANNEL IMPROVEMENTS PROJECT; PROVIDING FOR DELEGATION OF AUTHORITY, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**E. Consideration and Possible Action: Use of the Council Initiative Fund**

City Clerk Stacy Saltzburg addressed Council and stated that the Council Initiative Fund was established to enable City Council to approve expenditures, from time to time, that would be of benefit to the Flagstaff community. There is currently \$23,444 available within the fund for the current fiscal year. Council identified two possible initiatives, the sponsorship of planet Earth at the new Astronomy Discovery Center at Lowell Observatory in the amount of \$10,000, as well as support for the Youth Poet Laureate program in the amount of \$5,000. She noted that Council could also consider other initiatives if so desired.

Council discussed the following:

**Planet Earth Sponsorship**

- One-time sponsorship for Planet Earth youth exhibit.
- Programs in place for underserved populations, including free museum access and school field trips for Title 1 schools.
- Suggestion to allocate \$1,000 to cover tickets for students unable to pay.

**Youth Poet Laureate Program**

- Led by Northern Arizona Book Festival.
- Empowered youth voices and engaged underrepresented communities.
- Council interest in:
  - Deeper partnerships beyond financial support.
  - Involvement of the Youth Poet Laureate at city events.
- Program aligned with cultural and equity goals.

**Firefighter Wellness & Mental Health Initiative**

- Proposal to support yoga and mindfulness sessions for firefighters.
- Collaboration with 1501 Foundation and Flagstaff Fire Department.
- Addressed trauma and mental health through free wellness programming.
- Total Program Budget: \$60,000
- Council Contribution: \$4,444
- Funds to provide:
  - Up to 500 yoga sessions at fire stations.
  - Potential expansion to all first responders.

**Moved by** Councilmember Khara House, **seconded by** Councilmember Miranda Sweet to authorize the use of the Council Initiative Fund to sponsor Planet Earth at the new Astronomy Discovery Center in the amount of \$10,000, support the Youth Poet Laureate program in the amount of \$5,000, and support of the 1501 foundation in the amount of \$4,444.

**Vote:** 7 - 0 - Unanimously

**11. PUBLIC PARTICIPATION**

None

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

Councilmember Harris shared appreciation for Northern Arizona Healthcare's donation of 42 Stop the Bleed kits to all Flagstaff Unified School District schools.

Councilmember Sweet reported that she attended a Senate field hearing with Senator Mark Kelly, the Athena Awards, and the iHeart Pluto event. She also commended Team Flagstaff for improving downtown alleyways and noted positive feedback from local business owners.

Mayor Daggett stated that she also attended the field hearing with Senator Kelly. There was also a tour with Representative Cook to show all the projects he had assisted in securing funding for. It was a great meeting, and he was excited for each project and his ability to help. She thanked staff for all their coordination and for always representing Flagstaff so wonderfully.

**13. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held February 20, 2024, adjourned at 5:06 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 February 20, 2024. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 20th day of May, 2025

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CITY CLERK