



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

REGULAR SESSION MINUTES

February 11, 2020

6:00 p.m. – Regular Session

**First Floor Board Room
219 E. Cherry Ave., Flagstaff, AZ, 86001**

Present: Chairwoman Lena Fowler, Vice Chair Jim Parks, Supervisor Elizabeth C. Archuleta and Supervisor Matt Ryan.

Absent/Excused: Supervisor Art Babbott.

Also Present: County Manager James Jayne, Deputy County Manager Marie Peoples, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Attorney Rose Winkeler, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber.

Chairwoman Fowler called the meeting to order at 6:01 p.m. and led the pledge of allegiance.

Call to the Public:

Rob Wilson, resident in District 2, spoke about concerns regarding the erosion of Constitutional rights. He requested an agenda item on a future meeting for the Board to have a discussion.

UP with People Representative Casey Jenkins noted Up with People is an international non-profit organization that will be in Flagstaff doing community service and putting on a cultural fair and workshops with leadership programs. They are seeking host families to house the participants of Up with People.

County Manger Jayne thanked Mr. Jenkins for being present and for the work they do in the community.

Supervisor Archuleta and Supervisor Parks said they would like to schedule an appointment with Mr. Wilson.

Proclamation:

1. Consideration and possible action to approve a Proclamation designating February 8 through 15, 2020 as Court Reporting and Captioning Week. **Board of Supervisors**

Court Administrator Sharon Yates stated the National Court Reporters Association designates a week in February to celebrate Court Reporters. She introduced Court Reporters Jonna Baker, Dalia Ambriz, Lisa Steinmeyer and Melissa Lagies and read the proclamation into the record.

Motion: Move approval of the proclamation, **Action:** approve, **Moved by:** Supervisor Elizabeth Archuleta, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Individual Supervisors expressed their appreciation and admiration for each Court Reporter's skillset and dedication.

Appointments:

2. Consideration and possible action to appoint Dani Donaldson to the Coconino County Hispanic Advisory Council for a four-year term ending on February 11, 2024. **Board of Supervisors**

Diversity Council Staff Liaison Susie Garretson introduced Dani Donaldson and Juliette Roddy.

Dani Donaldson said she is a proud Flagstaff resident and two-time Northern Arizona University alumni and looks forward to serving on the Coconino County Hispanic Advisory Council.

Juliette Roddy spoke about her experience working in criminal justice and behavioral health and stated she looks forward to participating on the Inter-Tribal Advisory Council.

Motion: Appoint Dani Donaldson to the Coconino County Hispanic Advisory Council for a four-year term ending on February 11, 2024, **Action:** approve, **Moved by:** Supervisor Elizabeth Archuleta, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

3. Consideration and possible action to appoint Juliette Roddy to the Inter-Tribal Advisory Council, for a six-year term expiring on February 11, 2026. **Public Affairs**

Motion: Appoint Juliette Roddy to the Inter-Tribal Advisory Council, for a six-year term expiring on February 11, 2026, **Action:** approve, **Moved by:** Supervisor Jim Parks, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

Supervisor Archuleta administered the oath of office to Dani Donaldson, swearing her into office.

Supervisor Parks administered the oath of office to Juliette Roddy, swearing her into office.

The Board, Dani Donaldson and Juliette Roddy posed for a photo opportunity.

Supervisor Archuleta noted Coconino County Hispanic Advisory Council Chairwoman Ruth Eaton was present.

Ms. Eaton spoke about Ms. Donaldson's service in various ethnic and diversity groups at Northern Arizona University. She thanked the Board for their support of the three Diversity Councils.

Supervisor Parks noted Inter-Tribal Advisory Council Member Rose Toehe was present.

Ms. Toehe said she was glad Ms. Roddy is interested in serving on the Inter-Tribal Advisory Council. The Council is always doing their best to represent diversity. She thanked the Board for their support.

County Manager Jayne thanked Ms. Donaldson and Ms. Roddy for their service. He thanked Ms. Garretson for her work with the Diversity Councils.

Board of Supervisors Consent Agenda:

Motion: Move approval of the Consent Agenda, **Action:** approve, **Moved by:** Supervisor Elizabeth Archuleta, **Seconded by:** Supervisor Matt Ryan.

There was discussion on the motion.

Supervisor Ryan noted he met with Ponderosa Fire District Chief Lee Antonides, who complimented Emergency Management Director Todd Whitney and staff for their work in Bellemont and obtaining the Hazardous Materials Preparedness Grant Program grant. He expressed his appreciation for same.

Supervisor Archuleta commented on item #6. She noted the Garrisons were present and spoke about the large track of open space that backs forest property that was included in the Johnson Ranch subdivision.

Supervisor Parks said he knew Kenny Johnson and that he and his family would be thankful for the nice subdivision created by the Garrisons. He also thanked the Flagstaff Symphony Orchestra for all they do.

Chairwoman Fowler called for the question; the motion passed unanimously.

4. Consideration and possible action regarding approval of the minutes from the Board of Supervisors meeting conducted February 3, 2020.
5. Consideration and possible action to ratify and/or approve warrants, electronic fund transfers, and other payments as listed on the agenda. An itemized list of the below-numbered claims is filed in the official records of the Coconino County Board of Supervisors.

<u>Run Date</u>	<u>Warrant Numbers</u>	<u>Computer Register Totals</u>
01/30/2020	EFT – 7709 – 7705	\$245,361.54
01/30/2020	Checks – 92005200 – 92005340	\$1,304,703.70

6. Consideration and possible action to approve Resolution 2020-11, approving the Johnson Ranch subdivision, Phase Two, Final Plat, located on Johnson Ranch Road .2 miles west of US Highway 89 and identified as Assessor’s Parcel Number 301-31-003B, Case No. SUB-15-002. **Community Development**
7. Consideration and possible action to accept the award of a Hazardous Materials Preparedness Grant Program grant, in the amount of \$15,000, and approve a subsequent budget amendment for Fiscal Year 2020.
8. Consideration and possible action to approve a budget adjustment increase of \$97,000 for the FY20 medical malpractice insurance premium. **Finance**
9. Consideration and possible action to approve a transfer of \$3,467.37 from the General Fund to the Public Defender’s Fees for Services Fund to correct FY19 revenue that was deposited to incorrect accounts. **Finance**
10. Consideration and possible action accepting the Fiscal Year 2020 Help American Vote Act (HAVA) grant award from the Arizona Secretary of State's office and approve a Fiscal Year 2020 Budget Adjustment to align expenses with revenue in the amount of \$152,000 to improve election security. **Recorder**
11. Consideration and possible action to accept an Arizona Arts Commission grant award in the amount of \$2,500 to the Coconino County Superintendent of Schools and corresponding budget adjustment, and approve a contract with the Flagstaff Symphony Orchestra to provide music education services in the Carnegie Hall Link up program. **Superintendent of Schools**

Public Hearing:

12. Public Hearing, consideration and possible adoption of Ordinance 2020-01, approving a change in zoning regulations in the PC (Planned Community) Zone subject to the standards of the MHP (Manufactured Home Park) and CH-10,000 (Commercial Heavy) Zones to PC (Planned Community) to custom standards as noted in a master development plan, on a 30 acre parcel in Bellemont, located on the west side of Forest Service Road 171, approximately ¼ mile north of Brannigan Park Road, identified as Assessor’s Parcel Number 203-40-001; applicant is Pine Valley Resort, LLC, the proposed development is Village Camp Flagstaff. **Community Development**

Presenter: Community Development Director Jay Christelman.

PowerPoint: Camp Village Flagstaff – ZC-19-008.

Community Development Director Jay Christelman presented a powerpoint that described the property's location and the zone change request. He provided pictures and spoke about access to utilities, custom standards, the proposed recreation center, masterplan signage/lighting, ingress/egress and circulation. H explained the recommended conditions for long range plan compliance.

Upon inquiry from individual Board members, Director Christelman answered questions related to lighting.

Scott Roberts, with Roberts Resorts and Roberts Communities, said this would be their 30th developed space and they look forward to moving forward with the project.

Upon inquiry from Supervisor Archuleta, Engineer Brad Dixon with Shephard Wesnitzer Inc., introduced himself and explained plans to address fire safety and lighting at the community center.

Mr. Roberts spoke about the filmed glass windows to be installed and said the project will have down-lighting to embrace the dark skies. There will not be any dedicated boat or Recreational Vehicle (RV) storage on the site.

Supervisor Parks inquired about spaces that will be available for residential type small homes.

Mr. Roberts said their goal is to allow flexibility for small cabins but there is also an allowance for RV sites and manufactured housing.

Chairwoman Fowler inquired about the infrastructure.

Mr. Dixon explained they have water and sewer designs but some of the utilities may be shared with property to the South in the future; electrical lines will be underground.

Supervisor Archuleta felt they should add a condition that there will be no RV storage.

Supervisor Archuleta noted RV storage is included on the presentation and the master plan however, if there will not be RV storage it should stated in the Ordinance.

Mr. Roberts said it is not uncommon for people to winterize their RV and leave it on their property, within all their setbacks. There will not be a regular RV storage site.

Director Christelman answered questions about colors to be used on park model homes and manufactured homes.

Supervisor Archuleta requested to memorialize that the design of the model homes/manufactured homes would be cabin type in appearance.

Mr. Roberts confirmed that manufactured homes would include a hardy, lapse siding with earth tones and elevations similar to traditional trac housing being built in the area. The park model RV's are limited to 399 square feet and built to RV requirements that are intended for recreational, temporary use.

Upon inquiry from Supervisor Archuleta, Mr. Roberts affirmed the manufactured homes would fit in with the character of the area.

Chairwoman Fowler asked about considerations for wildlife corridors.

Director Christelman stated that Urban Wildlife Planner Jessica Simmons reviewed the development and did not have any concerns for the lack of a wildlife corridor in the area.

Supervisor Parks noted there are cattle that graze in the area. Are there fences being proposed to keep the cattle out?

Engineer Guillermo Cortes, with Shephard Wesnitzer, Inc., stated there was consideration for social trails and fencing; examples were enclosed with the application. The fencing will keep social trails from developing into the forest service as well as, keep the cattle out of the development.

Upon inquiry from Supervisor Archuleta, Director Christelman affirmed the plan will salvage as many ponderosa pines trees as possible. When the site plan for construction is submitted, it will identify the trees that will be removed.

He further explained that a reduced parking requirement is allowed for the community center; off-street parking is 1 motor vehicle and 1 golf cart allowed per dwelling unit. The space size is larger for manufactured homes so it will allow adequate parking for two cars on the lot.

Chairwoman Fowler opened the public hearing for public comment at 7:20 p.m.

Carol Vernon said she owns the property next door to the proposed project and the applicants have done a marvelous job. She said she will be before the Board in the future with plans for another development and intends to work with the engineers to design adequate infrastructure and amenities.

There being no further public comment, Chairwoman Fowler closed the public hearing at 7:23 p.m.

Supervisor Ryan stated he can make all the findings and **moved to adopt Ordinance 2020-01, approving a change in zoning regulations in the PC (Planned Community) Zone subject to the standards of the MHP (Manufactured Home Park) and CH-10,000 (Commercial Heavy) Zones to PC (Planned Community) to custom standards as noted in a master development plan, on a 30 acre parcel in Bellemont.**

Supervisor Archuleta seconded the motion.

There was discussion on the motion.

Supervisor Archuleta thanked the applicant for a well-planned, thoughtful project that will be a great amenity to the community.

Supervisor Parks noted he often used to drive by this piece of property when he worked for Babbitt Ranches and wished he could buy it. He said the project is a well-planned community and he could also make the findings.

Supervisor Ryan spoke about the importance of the condition that requires a traffic analysis be completed.

Chairwoman Fowler called for the question; the motion passed unanimously.

Discussion Item:

13. Discussion regarding the development of a County Organizational Diversity, Equity and Inclusion Statement that will reflect our County's values regarding the importance of supporting diversity, equity and inclusion within our organization and throughout the County. **County Manager**

Deputy County Manager/Public Works Director Lucinda Andreani introduced the item, explaining that a team exercise that was held during the Elected Officials and Leadership Team this morning, which allowed the participants to brainstorm on a Diversity, Equity and Inclusion Statement. Subsequently, a meeting was held by the women who attended the previous meeting to discuss gender in the workplace. She also introduced the newly appointed Public Works Culture, Engagement and Communications Manager Viviana Reyes.

Ms. Reyes spoke about her professional background and state she was excited to work for the County and community.

Supervisor Archuleta extended a welcome to Ms. Reyes and noted she worked with her when she was a Board Member for Cactus Pine Girl Scouts.

KMS Intercultural Consultant Kelly McLoud-Schingen introduced Senior Associate Carmen White Janak.

She provided a powerpoint that explained information that was collected during the Diversity, Equity and Inclusion Statement brainstorm and requested the Board's feedback on the statements presented.

Upon major consensus of the Board, staff was asked to gather feedback from the County organization as a whole.

Ms. McLoud-Schingen summarized concerns that were raised at the meeting held by the women who attended the gender in the workplace meeting earlier in the day. She described a list of recommended trainings and conversations that could be utilized by men in the county workplace.

Ms. White Janak provided an example of a microaggression.

Supervisor Ryan asked for feedback on how to address a safe place for thoughts.

Ms. McLoud-Schingen felt there is a need to create rules of engagement to make sure there is confidentiality in creating a safe space.

Ms. White Janak stated there would have to be buy-in at the beginning before this could be established.

Supervisor Archuleta said she was honored to attend the meeting this morning and thanked Recorder Hansen, Treasurer Benatar and staff for their participation. She felt the meeting was important and helpful.

Supervisor Parks spoke about his experience as a cowboy and the demeanor cowboys have towards women. He said he was interested in this subject and would like to find out what is permissible and what is not. As a cowboy, you are never disrespectful to women.

Supervisor Ryan said he supports frank discussions and it is good to address the issues.

Chairwoman Fowler said this is just the beginning. There are a lot of rough roads to travel at first but Coconino County is having the important discussions to address women, race and ethnicity.

Ms. White Janak ick stated she was hopeful and encouraged that the Board is intentional in desiring to do the work it takes to address these issues.

Human Resource Director Erika Philpot stated the meeting this morning was powerful and meaningful. There were many issues woven into the brainstormed statements. She thanked the Board for leading staff down the path.

County Manager Jayne stated he looks forward to the journey with staff and continued conversations. He said there is a need for constructive conversations and a safe place. The culture of the County organization reflects our values and the journey will be exciting. He thanked everyone for their concerted efforts to serve the community.

Motion: Enter executive session, **Action:** approve, **Moved by:** Supervisor Matt Ryan, **Seconded by:** Supervisor Elizabeth Archuleta. The motion passed unanimously.

Chairwoman Fowler called for a break at 8:14 p.m. and reconvened open session at 8:23 p.m.

Executive Session:

14. Discussion, consultation with attorneys, and possible direction regarding contract negotiations with Dale Wilson Tower, LLC, for a license for use of space at Fort Tuthill County Park. Pursuant to ARS 38-431.03(A)(4) the Board may enter executive session for discussion and legal advice. **Parks and Recreation**

Present: Chairwoman Lena Fowler, Vice Chair Jim Parks, Supervisor Elizabeth C. Archuleta and Supervisor Matt Ryan. Supervisor Art Babbott was absent.

Also Present: County Manager James Jayne, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Attorney Aaron Lumpkin, Deputy County Attorney Rose Winkeler, Clerk of the Board of Supervisors Lindsay Daley, Deputy Clerk of the Board Valerie Webber, Parks and Recreation Director Cynthia-Nemeth-Brien and Assistant Parks and Recreation Director Brian Grube.

The Board entered executive session at 8:24 p.m.

The Board adjourned executive session and reconvened open session at 9:17 p.m.

Discussion Item:

15. Roundtable: To be discussed. Pursuant to A.R.S. 38-431.02(H), these matters will not be acted upon.

- County Manager's Report
- Chair's Report
- Update, discussion and possible direction to staff on state and/or federal legislative and/or administrative matters
- Update, discussion and possible direction to staff regarding the Report to Citizens.

Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:

- District 5 – Supervisor Lena Fowler
- District 4 – Supervisor Jim Parks
- District 1 – Supervisor Art Babbott
- District 2 – Supervisor Elizabeth Archuleta
- District 3 – Supervisor Matt Ryan

Management Analyst Claire Harper reviewed proposed legislation that is on the agenda for the upcoming County Supervisor's Association meeting.

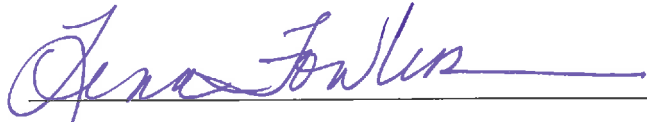
County Manager Jayne noted the ATHENA Awards were this Friday, February 21, 2020. Also, next Tuesday the Board will hold a Flood Control District meeting at the Museum of Northern Arizona.

There being no further discussion, Chairwoman Fowler adjourned the meeting at 9:24 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS

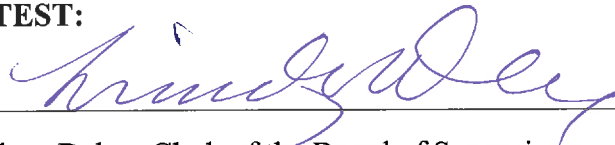
(SEAL)





Lena Fowler, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

Warrant listing for 1/30/20 as required by ARS-11-217.D

The minutes shall include all demands and warrants approved by the board in excess of one thousand dollars and multiple demands and warrants from a single supplier or individual under one thousand dollars whose cumulative total exceeds one thousand dollars in a single reporting period.

Check Number	Vendor	Check Amount
7712	1577 - CARDINAL HEALTH INC	1,655.03
7713	1019 - COCONINO COUNTY	400,828.59
7714	1019 - COCONINO COUNTY	39,377.69
7715	1019 - COCONINO COUNTY	93,803.00
7716	1019 - COCONINO COUNTY	120,716.33
7717	1019 - COCONINO COUNTY	350,879.50
7718	1019 - COCONINO COUNTY	195,226.83
7719	1019 - COCONINO COUNTY	63,536.25
7720	3045 - CRAIG WILLIAMS ATTORNEY AT LAW PLLC	4,304.97
7721	5018 - DATABANK IMX LLC	2,278.42
7727	4350 - GOLIGHTLY TIRE	2,473.09
7728	4997 - THE GUIDANCE CENTER INC	9,330.00
7738	5059 - NORTH COUNTRY HEALTHCARE INC	5,817.53
7739	3065 - GREGORY THOMAS PARZYCH	4,342.50
7748	1406 - KATHY A TURNER	3,045.26
92005200	1897 - LITTLE ENGLAND LLC	1,095.00
92005207	1895 - ARIZONA PUBLIC SERVICE	1,409.66
92005209	1310 - APS SERVICES INC SOURCECORP	6,227.76
92005211	5021 - ARIZONA CRIMINAL JUSTICE COMMISSION	5,205.54
92005225	6258 - CITY OF FLAGSTAFF	4,690.65
92005226	6258 - CITY OF FLAGSTAFF	6,380.26
92005235	6164 - DIANE MARIE SALVESTRINI	1,806.96
92005237	2478 - ECONOMIC COLLABORATIVE OF NORTHERN ARIZONA	10,000.00
92005240	1716 - EMPIRE SOUTHWEST LLC	7,445.62
92005241	3125 - UNITED INFORMATION SERVICES, INC	5,762.50
92005246	6384 - WOODLANDS VILLAGE SELF-STORAGE, LLC	1,407.40
92005247	1140 - FLAGSTAFF MEDICAL CENTER	11,242.50
92005251	2201 - GRAINGER	3,462.57
92005254	4438 - HILLYARD INC	1,196.61
92005262	4730 - JUST APPRAISED INC	18,000.00
92005263	1924 - DANIEL KAISER	11,925.00
92005269	5041 - MICHELLE RATNER	1,204.70
92005272	5432 - PARTS WEST HEAVY DUTY, LLC	2,601.61
92005275	5014 - MCMASTER CARR SUPPLY COMPANY	1,454.39
92005277	2000 - NORTHERN ARIZONA INTERGOVERNMENTAL	5,000.00
92005278	35 - NATIONWIDE RETIREMENT SOLUTIONS	3,622.01
92005279	35 - NATIONWIDE RETIREMENT SOLUTIONS	1,286.97
92005282	1841 - NAVAJO SANITATION INC	1,087.09
92005286	6343 - NORTHSTAR BIOKINETICS	1,824.00

92005295	1243 - PERFORMANCE STRATEGIES	3,348.80
92005301	5721 - RHINEHART OIL CO, LLC	2,525.33
92005302	2403 - JEFFREY J RICE	1,040.00
92005303	1414 - RUSH TRUCK CENTERS OF ARIZONA, INC	1,082.92
92005304	1774 - SAFELITE AUTOGLASS	1,257.47
92005307	4461 - SHAMROCK FOODS	7,858.17
92005308	1003 - SIMPSON TOOL BOX LLC	1,894.85
92005312	5099 - STATE OF ARIZONA	14,613.50
92005313	5099 - STATE OF ARIZONA	11,062.41
92005318	1690 - THOMSON REUTERS-WEST PAYMENT CENTER	6,325.17
92005319	3663 - TIMBERLINE DENTAL PLLC	1,768.60
92005323	4349 - TOWN OF FREDONIA	1,467.66
92005325	1755 - UNS GAS INC	2,630.52
92005326	1755 - UNS GAS INC	11,654.40
92005328	4104 - TKM ENTERPRISES LLC	2,383.09
92005329	2027 - US IMAGING	1,100.50
92005333	5169 - VOYA INSTITUTIONAL TRUST COMPANY	5,335.00
92005334	3661 - VOYAGER FLEET SYSTEMS	14,899.57
92005335	3075 - AMANDA J WILLEY	1,600.00
92005339	6272 - YAVAPAI COUNTY EDUCATION SERVICE AGENCY	5,295.50