



**BEAUTIFICATION AND PUBLIC ART COMMISSION**  
**DRAFT MINUTES**

February 14, 2022 – 4:00 p.m.

*City of Flagstaff – Microsoft Teams Remote Meeting*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Creag Znetko, (928) 213-2906 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

City Staff: Eliza Kretzmann – Staff Liaison, Jana Weldon – Project Administrator, Creag Znetko – Recording Secretary, VISTA AmeriCorps Member MacKenzie Chase

- A. **The Public is Invited to Attend this Remote Meeting:** Please join us via Microsoft Teams by clicking on the following link, which brings you to the live meeting: [Click here to join the meeting](#)

Please turn your camera off and mute your microphone except when speaking. If you need an invitation to the meeting, email [cznetko@flagstaffaz.gov](mailto:cznetko@flagstaffaz.gov) prior to 3:00 p.m. on the Monday of the meeting.

**Provide Public Comment Prior to the Meeting:** Email [eliza.kretzmann@flagstaffaz.gov](mailto:eliza.kretzmann@flagstaffaz.gov) with your public comment prior to 3:00 p.m. with PUBLIC COMMENT in the subject on the Monday of the meeting and it will be read during the public comment section or during the item to which your comment pertains.

- A. **CALL TO ORDER** [Chair McCord called the meeting to order at 4:00 p.m.](#)

**B. ROLL CALL:**

Carla McCord, Chair, *present*  
Sandra Lubarsky, Vice-Chair, *present*  
J Michael Cruz, *present*  
Anthony Garcia, *absent*

Matt McGrath, *present*  
Jeremy Slater, *present*  
Tina Zecher, *present* (joined at 4:09 p.m.)

**C. UPCOMING EVENTS/OPPORTUNITIES:**

1. Creative Flagstaff – Grants to local art, culture and science nonprofits – General Operating Support Grants opened this month.  
[Staff announced that Creative Flagstaff has opened grant applications this month and please help spread the word.](#)
2. Beautification in Action Grants – next deadline: March 15  
[Upping the outreach for these opportunities.](#)
3. I Heart Pluto Art Show at Lowell Observatory.  
[The opening did not state how long it would be up.](#)
4. Threaded Together – Offering many innovative sewing classes for youth and the community.  
[One class will focus on how to add pockets to your clothing.](#)
5. Keep an eye on Flagstaff 365: <https://www.flagstaff365.com/> for art, culture and science events.  
[This is where most upcoming events can be found.](#)

**D. PUBLIC PARTICIPATION**

*The Arizona Open Meeting Law prohibits the Commission from discussing or acting on an item which is not listed on the prepared agenda. Commissioners may, however, respond to criticism*

*made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. Public comment should be sent to [eliza.kretzmann@flagstaffaz.gov](mailto:eliza.kretzmann@flagstaffaz.gov), prior to 3:00 p.m. on the day of the meeting with PUBLIC COMMENT in the email subject or during the designated public participation section.*

NONE

#### E. APPROVAL OF MINUTES

1. January BPAC Meeting.

Commissioner McGrath moved to approve the minutes. Commissioner Cruz seconded the minutes; the motion passed unanimously.

#### F. ANNOUNCEMENTS

1. Recently Completed Projects

Staff updated the commission on two BIA projects that have been completed.

The East Flagstaff Library has completed the bench and planter project with BIA grant funding. These are used for patrons to use for wi-fi and such if the building is closed. The Juvenile Detention (Hope Receiving) Center applied for a BIA grant last spring and used that funding for a new mural that enhances this area for troubled youth.

2. Thank you to Commissioner Slater for his time on the Commission! Please help spread the word that we are recruiting a new Commissioner.

Staff and commission gave their thanks for Commissioner Slater's service. Commissioner Slater thanked the commission as well.

#### G. ACTION ITEMS

1. None at this time.

#### H. DISCUSSION ITEMS

1. **Open Meeting Law:** Jana Weldon, Beautification, Arts & Sciences Project Administrator

Ms. Weldon will provide an overview of open meeting law concerns with the use *To/From* items and what staff finds helpful in using this tool.

Suggested Action: Listen to presentation, ask questions, give guidance on whether to continue to have staff utilize the to/from portion of the agenda.

Staff presented to the commission information regarding open meeting law requirements for review of what can be discussed and when it is appropriate.

Staff: Added the To/Froms to the agenda as a request from the commission and want to ensure they are useful.

Chair McCord: Appreciates the to/from items. One of our challenges is to stay on top of everything that is going on. The updates help a lot, thank you for those.

Vice Chair Lubarsky: Would like to apologize for the initiation of discussion during these items and the lack of understanding as to how they are used. Appreciates the lesson here.

Staff: Would it help to have a reminder on the agenda for these items?

Chair McCord: I think we are good now, if we train new commissioners to this when they join the commission. A little note is fine, but I think we are good now.

## 2. **Updated Workplan:** Eliza Kretzmann, Beautification, Arts & Sciences Manager

Ms. Kretzmann will provide an update to the project Workplan (our 'Time Capacity Budget') since BPAC's budget retreat. The updated plan reflects current commitments, is mainly informed by BPAC priorities from the retreat, and includes some City priorities. We will focus mainly on the next FY (FY23, July 2022 to June 2023). New items are highlighted in the plan for easy reference.

Suggested Action: Listen to presentation, look over the workplan together (particularly FY23), ask questions, discuss any changes desired by the Commission.

Staff presented to the commission an updated time capacity budget for projects in the next fiscal year as a continuation of the budget retreat. This presentation will focus on FY23. The workplan will be used by staff as a living document to guide day to day activities. The commission sets the priorities as the key community advisory committee on public art. Staff went through the top scoring projects as a review for the commission.

Staff: Any questions?

Chair McCord: Thank you, great to see the schedule and priorities. Is it possible to produce a schedule for the commission? Maybe different columns for various stages of projects. Anticipated completion date column?

Staff: We have our own personal tracking pages for projects, and they may not be pretty to look at. We do update the commission on a regular basis with weekly reports, presentations, etc., that communicates progress on the projects. I wonder if the current mechanisms are adequate. The plan is to create a more aesthetically pleasing document that would explain the projects for presentation to various audiences. Would that provide the information you are looking for?

Chair McCord: Yes, but the intention is not to create more work for staff, and I am not sure exactly what information we need to have on there.

Staff then presented on the next four fiscal year projects. Any questions on those?

Vice Chair Lubarsky: Where did we land on the Art Wins project?

Staff: The commission wanted to earmark support for a festival at the 2020 Budget Retreat but was not ready to state what that support would look like. The commission allocated \$50k for FY23 but is not sure how that will be dispersed. Creative Flagstaff has decided not to partner with Art Wins but would still like to have a festival. Not sure how that looks now.

Staff updated the commission on the Murdoch Center Landscaping Project. City planners and Parks are applying for a CDBG grant for the creation of a plan for greenspace at the Murdoch Center. The Murdoch Center has projects that have been a priority for the commission. After meeting with planning and the parks departments, staff has learned of an opportunity to provide matching funds for this plan. The draft 5 year plan has revealed some more funding than what was originally thought. We have some projects on the southside that have funding allocated but will not be able to be completed until other major projects (the Downtown Connection Center, Rio de Flag project) are finished. We can use the funds from those projects for matching funding for the new opportunity for the Murdoch Center. This is time sensitive as the grant application is due soon.

Chair McCord: Is there a specific concept for the Murdoch Center?

Staff: There are other city departments that can bring the scope to the commission as they will be heading up the project.

Chair McCord: Is the ask today to allocate the funds?

Staff: If they get the grant and move forward, the ask is would BPAC support matching funds?

Vice Chair Lubarsky: Would support using funds.

Commissioner Cruz: Would like more information next month before deciding. Are there other projects that can benefit as well?

Commissioner Slater: Support for this project.

Commissioner McGrath: Great project, the concern is the process of the allocation of funding feels a little awkward. If there is funding available, this seems a little quick to try to decide today.

Commissioner Zecher: Agrees with commissioner McGrath and would like more information.

Commissioner Cruz: Are there other options we can use the funding for?

Staff: The funding does have current allocation for greenspace. Spending the money down while ensuring time capacity for staff is considered is one of the factors in this decision. Since other departments can run this project, we can complete a project without taxing current staff time. The grant is currently being written. Happy to bring it back to the commission.

Commissioner Slater: Appreciates the commissions fiscally responsible views. I am all in for this project and in favor of moving forward here.

Commissioner McGrath: A great project and supports it. The concern is the process to make an educated decision, felt rushed. Would like more information.

Commissioner Zecher: Feels rushed as well and would like more information.

Vice Chair Lubarsky: Can we commit now and ask for more information next month?

Understands grant processes and realizes that opportunities can happen quickly.

Chair McCord: The commission would like more information at a future meeting.

Staff: Will have planners and parks present at a future meeting.

### 3. **5-Year Budget Updates:** Eliza Kretzmann, Beautification, Arts & Sciences Manager

This discussion is to prepare for a formal vote for approval of the Beautification and Arts & Sciences 5-year plan by BPAC at a future meeting (April is anticipated for this vote).

Updated 5-Year-Plans are shared with BPAC. This includes key highlights of the budget, including financial capacity and changes. We have high financial capacity, particularly in our Beautification fund. Examples of changes to the budget include: request for new personnel (1 FTE), additional funds for the flower program and EUROW, increased funds for community nonprofit grants, increased construction fees for library entry and airport art (as construction fees have increased significantly during the pandemic), etc.

Suggested Action: Listen to presentation, ask questions, discuss changes desired by the Commission to inform current budget process and prepare for future budget approval.

Staff presented to the commission about the 5-year plan. There is ample funding capacity in beautification. Highlights include request for an FTE, expanding the flower project, increased funding for grants for art, culture and science non-profits, increased funding for the airport and library entry projects to cover material cost increases. Discussion included if the re-allocation of funding is allowed after budget processes have closed.

4. **Aspen Bike and Pedestrian Enhancements:** Jana Weldon, Beautification, Arts and Sciences Project Administrator

Ms. Weldon will make a presentation on the current scope, procurement, and outreach process, for the Aspen Bike and Pedestrian Enhancements, aka Aspen Niche, a Beautification project.

**Suggested Action:** Listen to presentation, ask questions, discuss expectations.

Staff presented on the project and explained details regarding responsibilities between the City and CenturyLink. Presentation included potential design and materials for fencing and pavers/concrete. Potential seating will be owned by the City and can be removed if needed. The capital improvements team will oversee most of the processes. Staff will assist as necessary and bring back updates to the commission.

Chair McCord: Any questions from the commission?

Vice Chair Lubarsky: Appreciative of the project, thank you for your persistence.

## I. TO/FROM ITEMS

1. City Staff To/From and Updates: MacKenzie Chase, Eliza Kretzmann, Jana Weldon
  - a. Upcoming Community Survey for Lone Tree – Jana Weldon

Things are moving forward for the project. There is a community survey and staff will send the link in an email. [OPENHALL.COM/11533](https://openhall.com/11533)

2. Chair To/From and Updates: Carla McCord

Chair McCord: Use your networks for outreach purposes for BIA grants, vacancy on the commission and public participation.

Commissioner Cruz: Have we had any applicants for the vacancy?

Staff: There are some that have been on file from previous vacancies, but we don't have any new applications.

3. City Council Liaison Updates

Thank you all for the conversations, what a great meeting. Appreciate all the thoughts and comments. The impact of the flower project has been huge, thank you for that. Lone Tree Overpass site visit a few days ago and is anticipating what the survey says.

4. Additional To/From Items from the Commission?

NONE

5. Requests for future agenda items? Please provide vote from additional 2 Commissioners to add to the list for future meetings.

Art Wins conversation and how much funding have we given so far: Commissioner Slater and Commissioner Cruz support adding to a future agenda.

Murdoch Center: Commission would like more information.

## J. FAIR ITEM REQUESTS: Staff will allocate these FAIR items in future agendas:

1. **Outreach and Diversifying the Call to Artist Lists and Selection Panels:** Requested: Chair McCord requested this at BPAC January 2022 meeting, Commissioners Garcia, Lubarsky and Cruz support this item as well.

2. **Clarifying Discussion on How Commission Can Respond to Priorities and Fund Allocation Changes:** Much of this is covered today – see if the Commission wishes an additional item for further clarification. Requested: Vice Chair Lubarsky at the BPAC January 2022 meeting, Chair McCord and Commissioner Garcia support this item as well.

**K. TIME/DATE FOR UPCOMING MEETINGS**

1. BPAC Meeting: Monday, March 14, 4 p.m., Microsoft Teams Meeting

**L. ADJOURNMENT**

Chair McCord adjourned the meeting at 6:28 p.m.