

Boards and Commissions Newsletter

A Message from the Deputy City Clerk

Thank you for your service to the City of Flagstaff! The City is currently in Phase 3 of our re-entry plan, but we expect that we will be moving to Phase 4 soon. For Boards and Commissions, this means that public meetings can begin in-person once again. The City Clerk's Office and IT have been working hard to integrate new technology into public meetings. This means that once we reach Phase 4 your commission may meet in-person, virtually, or in a hybrid fashion! We are also developing protocols and procedures to continue to offer virtual access to members of the public to our Board and Commission and Council meetings. To learn more about the City's re-entry plan, please go to <https://www.flagstaff.az.gov/4364/Re-Entry-Plan-Recovery-Roundtable>.

Housing Commission

In Memoriam

On Friday, May 28, 2021 Flagstaff tragically lost 29-year-old Joanna "Jo" Wheaton, a valued member of the City of Flagstaff's Housing Commission. The City of Flagstaff is grateful for Jo's contribution to the Commission. She chose to use her time and energy to pursue her passion for helping others by working to achieve the City's mission to protect and enhance the quality of life for all.



Water Commission

The Water Commission is excited to welcome Interim Water Services Director, Erin Young as their new staff liaison and they are currently accepting applications for new members. The commission reviews extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates.

Commission on Diversity Awareness

The Commission on Diversity Awareness welcomed two new members in the month of June: Claire Hardi and Christine Tucci. They also recommended two proclamations to the Mayor's office to declare May Asian American and Pacific Islander Month and June Pride Month.



In May the Commission welcomed the Native American Club at Flagstaff High School and their advisor, Darrel Marks, who asked for support in the movement to rename Agassiz Peak which is currently named after 19th-century Swiss-American scientist Louis Agassiz. The commission agreed to support the student-driven effort, approving a motion to continue discussing the matter as an agenda item for future meetings. The commission members thanked the students for the presentation, commending their "wisdom" and "commitment" on the issue.

Parks and Recreation Commission

The Parks and Recreation Commission has been busy reviewing current policy documents such as the 2013 Parks and Recreation Master Plan and the current Cost Recovery Policy and Fee Schedule. The Commission continues to educate themselves on these current policies to be better able to review and possibly provide recommended changes. Of importance to note is the Commission recently voted to update language in the Parks and Recreation Master Plan related to pocket parks. The language has changed from “This Plan also recommends, for facility and maintenance purposes, that future Neighborhood parks should be more than two acres” to the following:

“This Plan also recommends, when applicable through a design review process or City Council direction, that future parks or open space that are less than two acres be considered as a way to ensure all neighborhoods and residents have equitable access to a park, natural area, or civic space. There is a general guideline from the National Recreation and Park Association (NRPA) that residents should be able to access these areas in less than one-third of a mile or a 10-minute walk from their home or business.”

The Parks and Recreation Commission meets virtually on the third Monday of each month at 4:00 p.m.

Commission on Inclusion and Adaptive Living

The Commission expressed their sincere gratitude to Mr. Sean Kugler for the assistance he provided in their efforts to improve accessibility for the many City websites. In today’s world, website accessibility has become a basic human right. Through his expertise, time and efforts, the city websites have become more accessible. In addition, this ensures that all potential users, including those who are differently abled, have a positive user experience and can easily access information. By assisting the Commission in implementing accessibility best practices, Mr. Kugler has improved the usability of the websites for everyone.

Open Spaces Commission

The Open Spaces Commission’s role is to advise the City Council and the Open Space Program on the acquisition, preservation, and management of Flagstaff Open Space. Commission members include William Wilson (Chair), Andy Bessler (Vice-chair), Eric Nolan, Joseph Thomas, Jim Burton, Jack Welch, and Mark Loseth.



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Highlights of current discussion items and work include the following.

- Observatory Mesa Natural Area Trail Planning — The Open Spaces Commission is partnering with the Open Space Program to draft a trail plan for Observatory Mesa. They reviewed the first draft and provided recommendations that included collaborations with Lowell Observatory, establishing an implementation plan, and input on community engagement. The Open Space Program and partners are currently revising the trail plan.

- City Code Review and Recommendations — Reviewing city code and formulating a recommendation for revisions that would strengthen the enforcement and conservation of city open space.
- Open Space Integrated System — Working towards the visionary project of establishing an open space system throughout the Flagstaff community that would provide a 10 minute walking access time from any City residence and would connect City, Coconino County, and Forest Service open space for the benefit of the community. Commissioners are reviewing areas for open space value and consideration for inclusion in the system.
- Sustainable Funding — Provided a letter of endorsement to Arizona State Parks Recreational Trails Plan Grant Application Program to support the City’s application for funding that would enable restoration and management of the Picture Canyon Preserve.
- McMillan Mesa Natural Area Management — Documented vehicle trespass points that provide unintentional vehicle access to McMillan Mesa Natural Area. Identified unnecessary curb cuts and recommended removal. Documented various other locations where access needs to be blocked to prevent illegal vehicle trespass. Recommended the project for completion in the fiscal year 2022.



Unnecessary curb cut provides unauthorized vehicle access to McMillan Mesa identified for removal.

Indigenous Commission

The Indigenous Commission held meetings on April 8, 2021 and June 10, 2021. The Commission decided to meet on a bi-monthly basis starting June 2021. The Commission also confirmed to have a retreat on July 31st to work on Land Acknowledgement, the Vision and Mission Statements, and priorities going forward.

The commissioners have had robust discussion on all topics and presentations on the agendas for the two meetings in this quarter:

- Training on Roles and Responsibilities
- Presentations from City Climate Plan
- Indigenous/American Indian and Alaskan Natives Population Trends
- Land Acknowledgement
- Vision and Mission Statements
- The need for IC Retreat

There have been requests coming in from various City departments and community programs to provide presentations to the Commission and to receive feedback and/or recommendations. The Commission continues to grow and evolve in these beginning stages. The staff liaison, Rose Toehe, reaches out for resources and appreciates city staff for their continuous efforts to provide support.

Beautification and Public Art Commission

The Beautification and Public Art Commission prioritized a public art project for the new courthouse that opened last Fall. The call for artists went out in May 2020. A selection panel, made up of a mix of community stakeholders and BPAC members, chose three finalists to produce proposals and recommended a proposal that the entire BPAC approved. This proposal, *Among Trees*, by local artist Marie Jones with a poem, *I Go Among Trees* by Wendell Berry, has now come to fruition and graces the Beaver Street side of the courthouse. The stately trees are reminiscent of columns and the work evokes the restorative power that comes from walks in the woods. Made of water jet cut Corten and powder coated aluminum, the project cost \$45,000 and was paid for with Bed, Board, and Beverage funds. Anticipated in August is lighting and an accompanying audio poetry component.



Open Meeting Law Review

The City Clerk's Office is here to help you with Open Meeting Law. The Open Meeting Law is a set of laws governing public bodies that were intended to maximize public access to the governmental process; open deliberations and proceedings to the public; and prevent public bodies from making decisions in secret. As a Board and Commission member for the City of Flagstaff, this law governs everything you do in your meetings and is the heart and soul of our commission process. To adhere to the law, public bodies must provide meetings notice, have a detailed agenda to identify what will be discussed at the meeting, meet in public, permit the public to attend (unless in an authorized executive session), take all action in public, and provide meeting minutes or a recording of the meeting within three business days. Adherence to this not only allows the public body to comply with Open Meeting Law, but it also ensures trust in our governmental process. Always remember, that if something is not on the agenda, the commission should not discuss it!

The public has a right to attend your meetings and to listen, record, or videotape the proceedings. The public, however, does not have the right to speak or disrupt your meeting. If there is a member of the public speaking out of turn or disrupting your meetings, the Clerk's office asks that you state a warning to the individual and then make a good record of warnings in the minutes. The City of Flagstaff encourages calls to the public (A.R.S § 38-431.01(H)) which allows for optional public participation. The commission can limit the time of the comments, ban repetition, and prohibit disruptive behavior. The public body determines how call to the public will be done, if at all (i.e. beginning of meeting, end of

meeting, after each agenda items, only certain agenda items, combination thereof, etc.). Often calls to the public may bring up matters not listed on the agenda. If the matter is not an agenda item, the public body's response is limited to:

- Direct staff to study the matter
- Ask that a matter be placed on a future agenda
- Respond to criticism

Note that these three responses must take place at the conclusion of the call to the public.

Available and Upcoming Seats

The City Clerk's Office is always recruiting for all commissions, but some commissions of interest are:

- Board of Adjustment
- Citizen's Commission on Council Salaries
- Flagstaff Housing Authority (Resident Member)
- Heritage Preservation Commission
- Housing Commission
- Industrial Development Authority
- Library Board
- Parks and Recreation Commission
- Personnel Board
- Transportation Commission
- Water Commission

You can learn more about the Boards and Commissions and the various vacancies we have at <https://www.flagstaff.az.gov/994/Boards-Commissions>. Please spread the word about vacancies so that we can continue to have a robust program that represents our community!

