



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND
DIRECTORS OF THE COCONINO COUNTY FLOOD CONTROL DISTRICT**

SPECIAL SESSION AND REGULAR SESSION MINUTES

April 13, 2021

3:00 p.m. Special Session (*Consent business items
and Discussion Items were conducted during Special Session*)

6:00 p.m. Regular Session

3:00 p.m. – Special Session

Present: Chair Matt Ryan, Supervisor Patrice Horstman, Supervisor Jeronimo Vasquez and Supervisor Judy Begay were present virtually via Zoom meeting technology. Vice Chair Lena Fowler was not present at the opening of the meeting but joined the meeting at 3:05 p.m.

Also Present: County Manager Steve Peru, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chair Ryan called the Special Session meeting to order at 3:01 p.m. and led the pledge of allegiance.

Call to the Public:

There were no comments from the public for items not on the agenda.

Proclamation:

- 1. Consideration and possible action to approve a Proclamation designating April 2021 as Sexual Assault Awareness Month. **Board of Supervisors**

Brooke Fulton, NACASA Program Manager with North Country Healthcare read the proclamation into the record.

Motion: Approve a Proclamation designating April 2021 as Sexual Assault Awareness Month, **Action:** approve, **Moved by:** Supervisor **Patrice Horstman**, **Seconded by:** Supervisor Judy Begay. The motion passed unanimously.

Ms. Fulton thanked the Board for their continued support and dedication.

Individual Board members commented on the importance of sexual assault awareness and zero tolerance.

Board of Supervisors Consent Agenda:

Motion: Accept the Board of Supervisors Consent Agenda as presented, separating item 5, **Action:** approve, **Moved by:** Supervisor Patrice Horstman, **Seconded by:** Supervisor Judy Begay. The motion passed unanimously.

- 2. 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>
04/01/2021	EFT – 11277 – 11310	\$138,286.27
04/01/2021	Checks – 92104604 – 92104689	\$512,686.92

- 3. Consideration and possible approval of Resolution 2021-14, approving a Final Plat for the Flagstaff Meadows Unit 3 Phase IIB subdivision identified as part of Assessor’s Parcel Number 204-07-141J. **Community Development**
- 4. Consideration and possible action to approve the Second Amendment to an Intergovernmental Agreement (IGA) by and between Coconino County and City of Page, for an exchange of space in the Public Safety Building at 547 Vista Avenue, Page, Arizona that houses the Page Justice and Page Magistrate Courts, an increase in the expense line items of the Page Justice Court Project, expenditure of the remaining balance and transfer of court enhancement and security grant funds from the Page Justice Court to the Page Justice Court Project. **Facilities**

5. **Separated:** Consideration and possible action to approve an Addendum to the Lease Agreement between TRZ Holdings as Lessor and Coconino County, as Lessee for the office building located at 420 N. San Francisco St, Flagstaff, Arizona 86001, for the period of July 1, 2021 through June 30, 2027. **Facilities**

Facilities Director Sue Brown noted the contract was slightly changed after the packet was prepared, to make certificates of insurance mutual; she forwarded same to the Board for review on Monday.

Motion: Accept the lease as presented by the department, the Lease Agreement between TRZ Holdings as Lessor and Coconino County, as Lessee for the office building located at 420 N. San Francisco St, **Action:** approve, **Moved by:** Supervisor Patrice Horstman, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously.

Supervisor Horstman commented on the importance of the lease agreement and the need to review what it takes to cover the department and employees.

Chair Ryan spoke about the move of Adult Probation to the former Human Resources building.

6. Consideration and possible action to approve the increase of FY21 Purchase Order # 22100095 to TAPI by \$80,000, to a total of \$129,900, to pay for the increased demand of billing insurance providers on behalf of HHS for the COVID-19 vaccine administration. **Health and Human Services**
7. Consideration and possible action to approve a purchase order between Stericycle, Inc., and Coconino County, to purchase bio-hazardous waste pickup and disposal services for hotel rooms at the COVID-19 Tier I ACS, in an amount not to exceed \$100,000 for Fiscal Year 2021. **Health and Human Services**
8. Consideration and possible action to approve the third amendment of an Agreement with C and E Paving & Grading LLC for the renewal of RFQ 2019-102 "CMAR for Highway Construction (Chip Seal Project) through 2023", for the construction phase of the project for FY2021 with the Guaranteed Maximum Price of \$1,708,799.26. **Public Works**
9. Consideration and possible action to approve to award RFP 2021-103, "Vehicle Collision & Body Repair" and an agreement to Flagstaff Chevrolet Collision Center (Terry Marxen Chevrolet Cadillac) in the amount of \$120,000.00 for a one-year term. **Public Works**
10. Consideration and possible action to approve the Memorandum of Understanding (MOU) with the U.S. Immigration and Customs Enforcement Homeland Security Investigations (HSI) regarding the designation of Coconino County Sheriff's Office sworn peace officers as Customs Officers. **Sheriff**

Discussion and Possible Action Items:

11. Presentation, discussion, update and possible action regarding the Coconino County Response to the COVID-19 pandemic, including testing, vaccine distribution and partnership opportunities. **County Manager**

County Manager Steve Peru introduced the item by commending staff's participation during the COVID-19 pandemic response.

Health and Human Resources Director Kim Musselman provided information on current COVID-19 testing data and gave an update on vaccine distribution, allocation, outreach and vaccination effort expansion.

County Manager Peru spoke about the organization's plans to start the discussion for a re-entry transition and answered questions asked by individual Board members.

Individual Board members provided feedback on the information presented.

Health and Human Resources Director Kim Musselman answered questions asked by individual Board members.

12. Presentation, discussion, update and possible direction regarding American Rescue Plan funding. **County Manager**

County Manager Peru noted President Biden signed the American Rescue Plan funding on March 11, 2021 and Coconino County will receive approximately 28 million dollars, in two separate allocations, to fund various services/programs as allowed by federal guidance, which is still being determined.

Public Affairs Director Eric Peterson provided a presentation that provided a breakdown of the funding that can be used on various services/programs.

County Manager Peru and Director Peterson answered questions asked by individual Board members regarding the purpose and destination of funding and decision-making process moving forward.

Individual Board members provided feedback on the information presented.

Deputy County Manager Lucinda Andreani spoke about plans as to how staff will move forward in reviewing potential projects for funding.

13. Discussion, update and possible direction to staff regarding state and/or federal legislative and/or administrative matters. **Public Affairs**

Public Affairs Director Eric Peterson provided a brief update on the current status of federal and state legislation.

The Board provided feedback on the information presented.

14. Discussion and update from the County Manager regarding possible community, regional and/or administrative matters. **County Manager**

The Board did not address this item.

15. Roundtable: To be discussed. Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon: Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:
 - District 1 – Supervisor Patrice Horstman
 - District 2 - Supervisor Jeronimo Vasquez
 - District 4 – Supervisor Judy Begay
 - District 5 – Supervisor Lena Fowler
 - District 3 - Supervisor Matt Ryan
- Chair’s Report

Individual Board members provided a brief update on current projects and information related to their respective districts, as well as, meetings they’ve attended related to their various committee appointments.

Chair Ryan called for a break and adjourned the Special Session portion of the meeting at 5:37 p.m.

6:00 p.m. - Regular Session

Present: Chair Matt Ryan, Chairwoman Lena Fowler, Supervisor Patrice Horstman, Supervisor Jeronimo Vasquez and Supervisor Judy Begay were present virtually via Zoom meeting technology.

Also Present: County Manager Steve Peru, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chair Ryan called the Special Session meeting to order at 6:03 p.m. and led the pledge of allegiance.

Discussion and Possible Action Item:

16. Update, discussion, and possible direction to staff regarding the Spring 2021 Museum Flood Mitigation Plan. **Flood Control**

Motion: Resolve as the Flood Control District Board of Directors, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously.

Deputy County Manager Lucinda Andreani stated the purpose of the presentation to provide an update relative to the Museum Fire flood area. She spoke about the burn on the watershed and risk of post fire flooding and need to speak about the recent, updated flood threat analysis.

JE Fuller Engineer Joe Loverich provided a presentation that highlighted results of a recent post fire flooding survey of the 2019 Museum Fire conditions of the soil burn area severity, real time precipitation, flow monitoring and model validation and watershed conditions.

Deputy County Manager Andreani answered questions asked by individual Board members related to possible mitigation strategies of the model water flow. She added that the City of Flagstaff will be providing resources to help with the mitigation.

Public Works Emergency Coordinator Sam Beckett continued with a presentation that outlined mitigation measures that are forthcoming.

County Engineer Christopher Tressler briefly explained mitigations in collaboration with Flagstaff Unified School District and the City of Flagstaff.

County Senior Communications Manager Alexandra Fischer provided preliminary highlights of the Communication Plan, which will provide messaging to the community about flood mitigation plans in both English and Spanish.

Individual Board members provided feedback on the information presented.

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Judy Begay, **Seconded by:** Director Jeronimo Vasquez. The motion passed unanimously.

Public Hearing:

17. Public Hearing, consideration and possible adoption of Ordinance 2021-08, approving a zone change from G (General, 10-acre minimum parcel size) to the RC (Resort Commercial) Zone with approval of a master development plan on a 62-acre parcel in Newman Park; the property is located on the east side of I-17 five miles north of Munds Park and is identified as Assessor's Parcel Number 400-13-001. **Community Development**

Presenter: Assistant Community Development Director Jess McNeely.

Powerpoint: Windmill Ranch Zone Change ZC-20-017.

Assistant Community Development Director Jess McNeely presented a powerpoint that described the location of the parcel and the request for the Windmill Ranch Zone Change (ZC-20-017). He displayed vicinity and aerial maps and a zoning map of the development and described the citizen participation meeting results. He further explained the findings that need to be made for approval of the request.

Applicant/Consultant Bruce Lutz described various aspects of landscape, access and general use of the proposed development.

Engineer/Partner Steve Lewis, with Ritoch-Powell and Associates, spoke about the flood plain for the site. He spoke about improvements to be made on the property and added that the site will have its own well, water and wastewater system.

Applicant/Consultant Bruce Lutz answered questions asked by Supervisor Vasquez related to landscaping.

Chair Ryan opened the public hearing for public comment at 8:08 p.m. He noted the Board cannot consider nor take any comments related to water supply.

Fara Oreshack, P.O. Box 25213, Munds Park, Arizona, said she's seen a lot of things change and the proposed changes are disturbing. It becomes increasingly important to preserve various aspects of open spaces and this development will impact many of same. She spoke about several things that will be impacted in addition to open spaces.

Denice Napolitano, 2423 Hano Trail, Flagstaff, stated that people come in and buy places and RB&B it. What parameters are in place to keep that from happening? At some point it becomes out of hand and she would like guardrails in place to make sure it does not become a party place or RV spot.

Jan Bracciale, 1440 Pinewood, Munds Park, said she was concerned that off road ATV's would be directed to bring their traffic into the community, plus the forest is crowded with camping and there isn't enough coverage in the forest. Her concern is who would monitor that.

There being no further public comment, Chair Ryan closed the public hearing for public comment at 8:26 p.m.

Applicant Bruce Lutz stated there is a 30-day minimum stay. He believes that would make a safeguard from Air B&B rentals. As far as OHV use, owners may trailer their vehicle into the resort but access to the forest would be prohibited from the resort, their only access would be off forest service prescribed locations and not from the resort itself.

Engineer/Partner Steve Lewis stated that Air B&B's will not be allowed within the management plan for the facility.

Applicant Bruce Lutz and Assistant Director McNeely answered questions asked by individual Board members related to law enforcement jurisdiction surrounding the development and the surrounding wildlife corridor.

Upon inquiry from Chair Ryan, Deputy County Attorney Rose Winkeler agreed the applicant should consult with the County Sheriff's Office regarding any concern's with OHV use, if it is added as a condition, it depends on the language used.

Upon suggestion from Supervisor Horstman, Assistant Director McNeely noted he will amend Condition 13 of proposed Ordinance 2021-08 to state: the applicant shall coordinate with the Coconino County Sheriff Department regarding impacts and other law enforcement concerns. He noted there were no designated wildlife corridors identified by staff's wildlife planner.

Vice Chair Fowler noted the concerns of the community are legitimate although it is a well-designed development. There is no control over what happens when the people leave the development. The Board does not direct the Sheriff, but it is a good idea to consult with him. She inquired about plans for water conservation and added that they really need to look at sustainability.

Engineer/Partner Steve Lewis described plans for plans to recirculate water for landscape irrigation and the ponds from the wastewater systems, through underground effluent systems.

Chair Ryan brought discussion back to the Board for consideration.

Vice Chair Fowler moved to approve the proposal with a change in the conditions as written and captured by Assistant Community Development Director Jess McNeely, finding that it is consistent with the goals and objectives and policy of the Comprehensive Plan and this ordinance and I don't see it as a change that will not be detrimental of the health, safety and convenience and welfare.

Chair Ryan, for clarification, asked if the rest of Vice Chair Fowler's motion was for approval of Ordinance 2021-08, approving a zone change from G (General, 10-acre minimum parcel size) to the RC (Resort Commercial) Zone with approval of a master development plan for Parcel Number 400-13-001, a sixty-two acre property in Newman Park?

Vice Chair Fowler affirmed that is the rest of her motion and she was about to add that.

Chair Ryan asked for a second on the motion, seeing none, **the motion was seconded by Chair Matt Ryan.**

There was discussion on the motion.

Supervisor Horstman stated this is hard for her as the plan is excellent as presented, with conditions meets the concerns and many requirements as set forth in the Comprehensive Plan. It is difficult because here in the County we have large areas of rural landscape, the vast lands and open areas promotes economy and historical values. There is a strong philosophy to be good stewards of the land in the County. This is a large project outside the urban area of Munds Park and Flagstaff and causes her concerns. She noted the project received support from the Planning and Zoning Commission and staff but it still causes her concerns.

Chair Ryan agreed he is on the edge with it even though it is a well-designed development. Even with some preservation of the meadows, there is still an impact. Often the designs are around the boundaries, but he sees an urbanized design in one of the iconic gateways.

He noted he understood how the Planning and Zoning could make the findings, but he is struggling to make the findings. If it had some level of natural set aside, he might struggle with it less, but the meadow is a view shed. One element that brings him closer to compromise is the intent of glamping as it is a way of pulling people from camping in the forest. The housing component is also one element as there is a need for more housing, but he is still struggling.

Not hearing any further comment from the Board, **Chair Ryan called for the question; The motion failed with Supervisor Lena Fowler, Supervisor Judy Begay, Supervisor Patrice Horstman and Chair Matt Ryan voting “naye”; Supervisor Jeronimo Vasquez lost connection to the meeting, resulting in his vote considered as an abstention.**

Chair Ryan noted the Board could not make the findings required to approve the application.

There being no further discussion, Chair Ryan adjourned the meeting at 9:10 p.m.

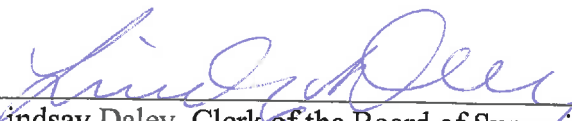
COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)



Matt Ryan, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

Warrant listing for 4/1/2021 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
11278	6813 - AVERTEST, LLC	3,695.00
11281	6726 - REBECCA E BROWNING	3,080.50
11282	3789 - BURGESS & NIPLE INC	2,358.40
11283	3645 - CARAHSOFT TECHNOLOGY CORPORATION	1,437.08
11285	1959 - CRM OF AMERICA LLC	2,580.37
11286	5018 - DATABANK IMX LLC	6,550.86
11287	1674 - DIAMOND DRUGS INC	18,032.93
11290	1257 - TYRRELL-MARXEN CHEVROLET CADILLAC INC	11,311.43
11295	5318 - THE J STREIFF LAW FIRM PC	2,825.00
11297	2892 - LANCASTER LEADERSHIP LLC	1,200.00
11298	2693 - NICHOLAS M LARSEN	1,480.00
11300	5516 - MGT OF AMERICA, LLC	26,625.00
11304	1735 - PTS OF AMERICA LLC	2,303.00
11305	2851 - PRO PETROLEUM INC	41,008.58
11307	3351 - RACHEL G JOHNSON	1,350.00
11310	4461 - SHAMROCK FOODS	7,059.16
11311	2406 - BELINDA STYLE	1,600.00
92104604	2187 - TIM KENNEY	1,045.15
92104605	1933 - AMERIGAS PROPANE LP	1,480.00
92104606	6506 - ANDERSON SECURITY AGENCY LTD	4,353.40
92104608	1895 - ARIZONA PUBLIC SERVICE	1,000.45
92104609	1895 - ARIZONA PUBLIC SERVICE	4,811.81
92104610	1310 - APS SERVICES INC SOURCECORP	7,468.85
92104612	6978 - JOSHUA ARNOLD	5,300.00
92104621	6258 - CITY OF FLAGSTAFF	2,375.02
92104622	4471 - CITY OF WILLIAMS	1,880.00
92104623	1019 - COCONINO COUNTY	20,000.00
92104628	4943 - COURTESY CHEVROLET INC	82,395.54
92104630	4010 - ELEVATED SHREDDING	1,107.58
92104631	1716 - EMPIRE SOUTHWEST LLC	2,072.91
92104632	6265 - CATHERINE F WERICK-FINE	5,075.00
92104633	3503 - FLAGSTAFF INFORMATION TECHNOLOGY LLC	1,174.18
92104635	6784 - UNIVERSITY PARK LEGAL NURSE CONSULTING, INC	1,206.25
92104642	2202 - JONES SKELTON & HOCHULI PLC	16,268.20
92104643	2401 - KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5,526.58
92104647	6980 - TURIYA LEIA WEISS	10,000.00
92104651	2000 - NORTHERN ARIZONA INTERGOVERNMENTAL	4,485.00
92104653	1664 - NORTHERN LIGHT TREE COMPANY & LANDSCAPE MAINT LLC	3,887.50
92104658	5036 - POTTERS INDUSTRIES INC	3,186.34
92104661	2956 - PUEBLO MECHANICAL & CONTROLS INC	74,789.43

92104663	6979 - SCOTT WILLIAM RUFFNER	2,300.00
92104665	1774 - SAFELITE AUTOGLASS	2,825.68
92104669	5099 - STATE OF ARIZONA	120,834.00
92104671	5099 - STATE OF ARIZONA	20,947.10
92104673	1282 - STERICYCLE INC	1,285.50
92104675	1512 - TIFFANY CONSTRUCTION COMPANY	8,847.37
92104676	3663 - TIMBERLINE DENTAL PLLC	2,267.60
92104678	4349 - TOWN OF FREDONIA	1,640.00
92104679	1755 - UNS GAS INC	2,533.06
92104681	5173 - CELLCO PARTNERSHIP	9,240.91
92104682	5173 - CELLCO PARTNERSHIP	7,799.75
92104683	5173 - CELLCO PARTNERSHIP	21,655.89
92104684	1264 - VICTIM WITNESS SERVICES FOR COCONINO COUNTY	14,543.40
92104685	1264 - VICTIM WITNESS SERVICES FOR COCONINO COUNTY	9,750.06
92104686	5169 - VOYA INSTITUTIONAL TRUST COMPANY	9,159.55
92104688	3075 - AMANDA J WILLEY	1,000.00