



# MINUTES

## City of Flagstaff Sustainability Commission

Wednesday, July 8, 2015  
4:30 – 6:00 pm

City Hall, Staff Conference Room  
211 West Aspen Avenue, Flagstaff, Arizona

A quorum of the Flagstaff City Council may be in attendance of the Sustainability Commission meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2100. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

### **CALL TO ORDER**

#### COMMISSION MEMBERS:

Elisha Dorfsmith, Vice Chair  
Jodi Norris  
Kevin Ordean  
Ellen Vaughan  
Jack Welch

#### STAFF LIAISON:

Tamara Lawless, Sustainability Specialist  
Nicole Woodman, Sustainability Manager

#### Other attendees:

Stacy Salzburg, Deputy City Clerk  
David Womochil, Senior Assistant City  
Attorney

#### **1. Call to Order**

Vice Chair Commissioner, Elisha Dorfsmith called the meeting to order at 4:30 pm.

#### **2. Public Participation**

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on that day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members 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. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

#### **3. Approval of Minutes**

Jodi Norris motioned to approve the June 2015 minutes and Ellen Vaughan seconded the motion.

#### **4. Discussion Items**

##### **A. Sustainability Grant Submissions- David Womochil**

Senior Assistant City Attorney David Womochil addressed the commission on behalf of indirect and direct conflicts of interest regarding the Neighborhood Sustainability Grant submissions. David clarified that if a commissioner has a direct or indirect conflict of interest with a grant submission, that particular commissioner would be recused from participating in all grant submissions for the remainder of the fiscal year. Clarifying language on direct and indirect conflicts of interest will be developed by the legal department and added to the grant application.

##### **B. Commission Meeting Streaming – Stacy Saltzburg**

Deputy City Clerk Stacy Saltzburg announced to the Sustainability Commission that all City commissions will be required to adhere to the new streaming requirements by September 1<sup>st</sup>, 2015. New streaming requirements include meeting in Council Chambers, which will necessitate changing the Sustainability Commission's meeting date and time. A Doodle poll will be distributed to determine the most accommodating meeting time for all commissioners.

##### **C. CSA Neighborhood Grant Presentation – TBD**

Due to challenges with reaching CSA staff, there was not a representative at the commission meeting to answer questions. Ellen Vaughan took on the task of contacting the CSA about the commission's questions, and will report back at the August commission meeting.

##### **D. Bicycle Parking in Heritage Square – Jack Welch**

Jack Welch reported back on community discussions on increased bicycle parking in the downtown / Heritage Square area. Valet-style bicycle parking was proposed as an alternative option to permanent racks. Potential locations for this valet-style system may include the alley adjacent to the Orpheum or the parking lot at the Flagstaff Sports Exchange. Jack will continue this dialogue with Old Town Shoppes owner John VanLandingham, and Downtown Business Alliance Director Terry Madezca and will report back to the commission next month.

##### **E. Revisit Strategic Plan – All**

The Strategic Plan was revisited in order to frame the commission's direction in the coming months. Several initiatives from the strategic planning session last year have been accomplished, including the creation of the Neighborhood Sustainability Grant, support for the transition of Flagstaff Earth Day from City Hall lawn to Heritage Square, and the community climate resiliency exercise. The commissioners elected to focus on the animal keeping code in the short term, and it will be placed on the commission's August agenda for official endorsement before being taken to Council in September. The commission also expressed interest in having quarterly discussions about water conservation to ensure the commission plays an active role in long-term water policy decisions.

In regards to selecting future focus areas, several commissioners volunteered to engage in informal discussions with environmentally-focused organizations in the Flagstaff community to garner feedback on the most pressing sustainability challenges.

**5. Action Items**

**A. Review Sustainability Grant Submissions – All**

Kevin Ordean recused himself and left the meeting room during the review of the Neighborhood Sustainability Grant submissions due to an indirect conflict of interest. Ellen Vaughn motioned to approve the Museum of Northern Arizona's compost workshops and Jack Welch seconded the motion. The Commission unanimously voted to award the Museum of Northern Arizona funding for their project proposal. Both the CSA and Radon Testing proposals were tabled until the August meeting. Additionally, an acceptance and denial form letter will be created to distribute to all grant applicants.

**B. Conserve2Enhance Endorsement Decision – All**

Due to on-going internal discussions regarding data extraction and the project's fiscal agent, the Conserve2Enhance discussion endorsement decision will be tabled until a later date.

**6. To and From**

Tamara Lawless informed the commission that the vacancy for the Sustainability Commission position has been publicized and that all previous applications expire after one year. Libby Champagne announced that the Sustainability Program will be hosting another Fix It Clinic on July 25 and that the clinics will now be hosted in the fall and spring instead of the winter and summer to attract more participants. Nicole Woodman announced that there will be a stakeholder meeting on Tuesday July 28<sup>th</sup> at the Aquaplex to discuss the Airport Sustainability Master Plan. Jodi Norris gave a brief update on the water rate study from the Water Commission's June meeting. Kevin Ordean mentioned that Roots Composting will be working with Xanterra to help the company reach a zero waste mandate from the Park Service. Finally, Elisha Dorfsmith inquired about the Sustainability Commission's Adopt-An-Avenue sign in front of the Weatherford Hotel, at which point it was revealed that Jack Welch has been performing all associated duties.

**7. Agenda Items for Next Month**

- A. Review Sustainability Grant Submissions
- B. Endorsement Decision on Animal Keeping Code
- C. Bikes on Heritage Square Discussion
- D. Plastic Bag Update
- E. Neighborhood Sustainability Grants Form Letters

**8. Adjournment**

Vice Chair Elisha Dorfsmith adjourned the meeting at 6:12 pm.

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Disability Awareness Commission with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chris Monteverde, Administrative Specialist