



## Meeting Minutes

### Executive Board Meeting

1:15 – 3:00 PM

NOVEMBER 6, 2025

#### Teams Virtual Meeting

*Join on your computer, mobile app, or room device.*

[Click here join the meeting](#)

Meeting ID: 262 249 552 957 5

Passcode: Lr2f7ja2

#### In-Person Location

Downtown Connection Center

216 W Phoenix Ave, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at [planning@metroplanflg.org](mailto:planning@metroplanflg.org). The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

**Public Questions and Comments must be emailed to [planning@metroplanflg.org](mailto:planning@metroplanflg.org) prior to the meeting or presented during the public call for comment.**

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

#### EXECUTIVE BOARD MEMBERS

- ☒ Miranda Sweet, Vice Mayor of Flagstaff, Chair
- ☒ Judy Begay, Chair Coconino County Board of Supervisors, Vice-Chair
- ☐ Austin Aslan, Flagstaff City Council
- ☒ Tony Williams, Mountain Line Board of Directors
- ☐ Becky Daggett, Mayor of Flagstaff
- ☒ Jamescita Peshlakai, Arizona State Transportation Board Member
- ☒ Jeronimo Vasquez, Coconino County Board of Supervisors
- ☐ Patrice Horstman, Coconino County Board of Supervisors (*alternate for Coconino County*)
- ☐ Anthony Garcia, Flagstaff City Council (*alternate for City of Flagstaff*)

#### METROPLAN STAFF

- ☒ Kate Morley, Executive Director
- ☒ David Wessel, Planning Manager
- ☒ Tami Suchowiejko, Business Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☒ Kim Austin, Transportation Demand Management Planner
- ☐ Melanie Nagel, Montoya Fellow

☐ Hailey Bishop, Safe Routes to School AmeriCorps Member

#### **A. PRELIMINARY GENERAL BUSINESS**

##### **1. CALL TO ORDER**

Chair Sweet called the meeting to order at 1:18 p.m.

##### **2. ROLL CALL**

See above.

##### **3. PUBLIC COMMENT**

Chair Sweet made a call to the public for comment.

Andres “Dapper Dre” Adauto spoke: *“Since I’m here, I’ll do public comment. Dapper Dre, most of you know me from at least several of them. I think it’s really cool to get to be a part of the listening session. I think everybody could agree that when you get the ear of ADOT, you take it as best you can because we all know that it’s mostly crickets from them a lot of the time. So, I would echo what you have given to them as a task or feedback is communication and general to your constituents, to the public, to your interest groups. I feel like one of our greatest assets, of course, is education, and that I feel it is often lacking in some of these plans when they get rolled out, how they get rolled out, or why they get rolled out. The general public just doesn’t know. Right. They and they also don’t know certain forces that not only are budgetary, but also like a simple we have these new roundabout videos, which I think are great. You know, again, education, education, education. But some of the underlying things that the public doesn’t know, it’s like the general public has no idea what induced demand is. Is there a way to educate people to say, hey, we can add that other lane, but in two years it’s going to be worse than you started at. So just so you know where your investment is going. Oftentimes it’s just adding rope to your own, you know, hanging noose. So clear communication, not only how, why, but also sticking to our guns in the sense that if we’re going to say it’s for safety, being OK with saying it’s for safety, being decisive. And not always, that might not go in the favor of cars sometimes, which is I think oftentimes where we get a default vision is level of service for cars is above every single thing and dialing that back to community character and again, Education, education, education, because it’s a lot. We of course put in awesome infrastructure that will make the baseline safer, but at the same time, if nobody’s going to listen or care, then they’re going to use it or abuse it however they default to. So clear lines of communication and education I think are also a paramount for MetroPlan or the city to just the general public because I feel like sometimes that doesn’t happen and maybe that is a little bit more budget in the realm of commercials or programming that gets into schools, because I think that’s a huge one. We have safe routes to school as a consideration, but do we have continuing education about why you could not pick a car, how easy it is to take transit, what is actually happening to our roads when they’re overused, a certain amount of education outreach helps the general public understand a little bit more either why they could get something done or why it won’t absolutely happen ever, just because of the constraints that we’re all underneath. Thank you.*

##### **4. APPROVAL OF MINUTES**

Executive Board Regular Meeting Minutes of October 8, 2025

Motion: Member Williams made a motion to approve the Executive Board Meeting Minutes from October 8, 2025. Member Vasquez seconded the motion. The motion passed unanimously.

## **B. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.*

There are no items on the consent agenda.

## **C. ACTION ITEMS**

### **1. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFE STREETS MASTER PLAN CONTRACT**

MetroPlan Staff: David Wessel, Planning Manager, with Vamshi Yellisetty and Phyllis Davis from Kittleson & Associates, and Chris Phair Transportation Planner with City of Flagstaff

Recommendation: Staff recommends that the Board move to 1) approve Master Contract with Kittelson & Associates, Inc. for the Safe Streets Master Plan; and 2) authorize the Executive Director to execute Task Order #1 in the amount of \$2,038,847 inclusive of a 15% contingency; and 3) delegate authority to the Executive Director to shift funds between components and use the 15% contingency pool with approval from project partners as outline in the project IGA.

Planning Manager Wessel presented information regarding the Safe Streets Master Plan project. The project is a partnership with the City of Flagstaff, who will contribute most of the match required for the grant. Coconino County and Mountain Line are also contributing to the project. The project includes four major components: complete street guidelines, engineering standards and codes, online mapping tool, and project planning. There are two deliverables that will result from this project: 1) an update to the MetroPlan Regional Transportation Plan, and 2) a City master plan. Extensive scoping was completed before the request for proposal process was released. This included over thirty interviews with stakeholders. MetroPlan received six proposals from highly qualified firms. The multi-disciplinary review team interviewed two firms. Kittelson and Associates were unanimously selected. Chris Phair expressed thanks to MetroPlan for the work they have put into development of this important City topic. He is excited to move this project forward.

Board Discussion:

Chair Sweet commented that Flagstaff is unique because our community wants to be involved in these discussions. How are we planning to make sure we are bringing our community along with us as we go through this process. Phyllis Huegel with Kittelson & Associates described that Kittelson is developing a robust community engagement plan. We want this to be a plan that is representative of the variety of voice within the Flagstaff region. We are creating a community advisory group, as well as a stakeholder advisory group. There will be a lot of touch points with the public. Chair Sweet pointed out that there are many commissions and community organizations, like the FBO, that will want to be a part of this. In addition to reaching out the broad community and the focused groups as well. She expressed appreciation to Planner Wessel for his thorough presentation.

Vice Chair Begay commented that the open house format has been successful for the County in reaching out to the community. She also said that a newsletter to share updates about the project would be useful.

Motion: Member Vasquez made a motion to 1) approve Master Contract with Kittelson & Associates, Inc. for the Safe Streets Master Plan; and 2) authorize the Executive Director to execute Task Order #1 in the amount of \$2,038,847 inclusive of a 15% contingency; and 3) delegate authority to the Executive Director to shift funds between components and use the 15% contingency pool with approval from project partners as outline in the project IGA.

## 2. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF CHAIR AND VICE-CHAIR FOR METROPLAN EXECUTIVE BOARD

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: Staff recommend the Board elect a Chair and Vice-Chair for the term January 1, 2026, to December 31, 2026.

Business Manager Suchowiejko informed the Board of the need to elect a Chair and Vice Chair for the next calendar year. Per the bylaws, the current Chair and Vice Chair are eligible to serve another term if nominated. Executive Director Morely informed the Board that current Chair and Vice Chair have expressed interest in continuing to serve in their roles.

Board Discussion:

Chair Sweet stated that it has been an honor to be Chair and would like to continue.

Vice Chair Begay stated that she would also like to continue and expressed the importance of having both the City and County represented in the Chair and Vice Chair positions.

Motion: Member Peshlakai made a motion to nominate Chair Sweet to continue to serve as Chair for another year. Member Vasquez seconded the motion. The motion passed unanimously.

Motion: Member Peshlakai made a motion to nominate Vice Chair Begay to continue to serve as Vice Chair for another year. Member Williams seconded the motion. The motion passed unanimously.

## D. DISCUSSION ITEMS

### 1. UPDATE ON KEY PERFORMANCE INDICATORS

MetroPlan Staff: Kate Morley, Executive Director; Transportation Manager David Wessel; Transportation Planner Mandia Gonzales; Transportation Demand Management Planner Kim Austin

Recommendation: None. This item is for information and discussion only.

MetroPlan Staff provided an update on key performance indicators for the first quarter of fiscal year 2026, July through September.

Board Discussion:

Chair Sweet commented regarding public outreach that the city will close Aspen Street frequently for First Friday Artwalk and other events. This is a good opportunity to show the community that we do not always have to drive to our destination. There are also opportunities to reach out to the neighborhood organizations. There is a lot of good community input there, and the opportunity to educate them about MetroPlan.

Member Begay asked for elaboration about website traffic. Transportation Planner Gonzales explained that our social media posts direct people to our website for more information. Traffic was down because we did not have any major projects where we were gathering public input. Business Manager Suchowiejko shared that the website was down for a week during this measurement period and we could not capture website visits.

Public Comment:

Dre asked how and where the pedestrian bicycle data was collected. Planning Manager explained that it was a video capture. They review all the videos to capture counts. The data was collected for the Vulnerable Road Users and Safe Routes to Schools programs. We focused in and around schools on a variety of facility types, both local roads, as well. arterials, and a handful of trails.

## 2. STRATEGIC PLAN UPDATE

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented information to the Board about the Strategic Plan. The plan was created in June 2023 and was intended to serve a 1–3-year timeline. The plan sets goals and objectives with measurements for the MetroPlan team. We will send out to the Executive Board, and to the Technical Advisory and Management Committees. The feedback received from the survey will be the subject of the Strategic Advance in February.

Board Discussion: There was no discussion by the Board on this item.

## 3. TRANSPORTATION DEMAND MANAGEMENT UPDATE

MetroPlan Staff: Kim Austin, TDM Planner

Recommendation: None. This item is for information and discussion only.

Transportation Demand Management (TDM) Planner Austin provided updates on the Safe Routes to School Program (SRTS), Micromobility, and the Safer Peoples Campaign. The SRTS infrastructure component is currently conducting a survey of 4<sup>th</sup> Street neighborhood schools. The survey is open until November 20<sup>th</sup>. The SRTS programming component is working on roundabout education. We are producing videos for students and community education some of which were presented.

Board Discussion:

Chair Sweet asked how the survey is being distributed. TDM Planner Austin described Nelson Nygaard's engagement plan to get the information and survey out to the

community. Chair Sweet complimented the videos and asked if we can share them with Sarah Langley at the City so we can continue to share them with the community.

Member Vasquez shared positive feedback about the roundabout. The flow is much better than expected. He shared one criticism, that the center of the roundabout is cement. TDM Planner Austin shared that city beautification has a plan for that space.

Member Begay also shared comments that the roundabout was easy to navigate. She noticed that speeds through the roundabout seemed to be too fast. The roundabout is a benefit to the community.

Member Peshlakai shared observations about traveling on Lockett Road. She shared an example of the safe and unsafe activities she observed. She asked how it was decided to use an English accent for the voice over and commented that it takes away from the identity and culture of Flagstaff. TDM Planner explained that the accent was used to capture attention. It is an accent we do not hear often and is meant to grab audience attention.

Public Comment:

Dre asked if incidents and collisions are being tracked? This could be an important part of public education. TDM Planner shared that we are tracking and will share the information. He asked why pedestrians must press the button again in the middle of the road, on the island. Planner Wessel explained that this is intentional, that pedestrians should pause on the island to ensure that traffic has stopped and it is safe to cross.

#### 4. FY2026 QUARTER 1 FINANCIAL REPORT

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: None. This item is for information and discussion only.

Business Manager Suchowiejko provided a presentation on fiscal year quarter one financials for MetroPlan reporting all was tracking appropriately. There was no discussion by the Executive Board.

Board Discussion: There was no discussion by the Board about this item.

#### 5. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morely, Executive Director

Recommendation: None. This item is for information and discussion only.

**The Board did not address this item.**

### E. CLOSING BUSINESS

#### 1. ITEMS FROM THE BOARD

*Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.*

Member Peshlakai advised the board that she will run for election to the state legislature. She has also informed the Arizona State Transportation Board (ATSB) and ADOT Director Toth. She has not yet been notified when she will need to step down from the ATSB. She will continue to serve on the ASTB until she is asked to step down.

Chair Sweet expressed her appreciation to Member Peshlakai for her service on the Board.

Member Vasquez gave a shout out to the MetroPlan team. Two weeks ago, he attended the AZ Transportation Policy Summit in Sierra Vista. It was well done. He expressed appreciation to the MetroPlan Team for the work that went into preparation for the Summit. He reminded the Board that we are co-hosting the conference in Flagstaff next year.

Member Begay announced that the County is accepting food donations at the Stuff the bus event on Saturday, November 9<sup>th</sup> and Sunday, November 10<sup>th</sup>.

## 2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

*December 4, 2025*

## 3. ADJOURN

Chair Sweet adjourned the meeting at 3:01 p.m.

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*