

**MINUTES OF THE REGULAR MEETING
OF THE HONORABLE TOWN COUNCIL OF THE TOWN OF PINETOP-
LAKESIDE, ARIZONA, HELD ON THURSDAY, JANUARY 4, 2018
IN THE TOWN COUNCIL CHAMBERS LOCATED AT
1360 N. NIELS HANSEN LANE, LAKESIDE, AZ 85929**

A. Call to Order

Mayor Irwin called the meeting to order at 6:00 p.m.

➤ **Roll Call:**

The following Council Members were present:

Stephanie Irwin	Mayor	
Jerry Smith	Vice Mayor	
Kathy Dahnk	Council Member	<i>Participated via phone</i>
Cathy Penrod	Council Member	
James Snitzer	Council Member	
Norris Dodd	Council Member	

The following Council Member was excused:

Carla Bowen	Council Member
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Also Present:

Keith Johnson	Town Manager
Kevin Rodolph	Finance Director
Remilie S. Miller	Town Clerk
Kendra Abel	Library Manager
Matt Patterson	Public Works Director
Cody Blake	Community Development Director
Dan Barnes	Acting Police Chief
Malaina Spillman	Recreation Coordinator
Scott Flake	Accountant/Benefits Administrator
Joseph Muse	Police Officer
Michaela Garvin	Police Officer

➤ **Pledge of Allegiance and Invocation:**

Mayor Irwin led the Pledge of Allegiance to the Flag.

Cody Blake, Community Development Director delivered the invocation.

B. Call to the Public

Mayor Irwin called for public comments.

Pat DeRosier of P.O. Box 1103, Pinetop AZ 85935 expressed concern on the following:

- The Business Owners ideas presented to some Council during a business meeting was to find solutions in “growing visitors during the winter months,” to date nothing is done and once again Council won’t listen to the business owners.
- Businesses are currently in a situation of two months reduced revenues, some businesses closing, and businesses can’t pay their bills, others are worrying about property tax payment that is due in May 2018, and tenants are asking for reduction of their rent. No amount of snow can make up for the losses of the businesses experienced in December 2017. Council will not see how it impacted the Town until receipt of shares of the sales taxes sometime after January 2018.
- Everyone in the Community is watching their budget and reducing their spending except for the Town who isn’t feeling the need to be financially responsible. It is evident the Town is hiring new employees, the roads department is being negatively impacted, Council bought a new building and spending a lot of money for the improvements. This makes an interesting discussion amongst the businesses and citizens about what the Council sees as important.

Ms. DeRosier asked the leaders of the Town:

1. How this Town can be financially strong and smart?
2. What can this Town do to grow our winter visitors?
3. What can this Town do to spend their money wisely?

Ms. DeRosier believes that this community can bring a lot of visitors during the winter with or without snow, but it takes a leader to bring together the businesses and local talent to make it happen.

Additionally, Ms. DeRosier stated that she believes that Council cares but praying for snow is not going to make a difference and it's not going to work. She pleaded "we need action now and we can do it together but we need a leader."

Mayor Irwin thanked Ms. DeRosier for her comments and invited her to attend the Town Council goal setting retreat scheduled for January 12th starting at noon in the Town Council Chambers. Mayor Irwin conveyed that Council would love to hear some of the ideas from any member of the businesses community.

C. Consent Agenda

Mayor Irwin announced consideration of the Consent Agenda and explained that all items listed would be acted upon by a single vote of the Council, unless a member of the Council asked that specific items be removed from the Consent Agenda, discussed and voted upon separately.

Vice Mayor Smith moved for passage of the Consent Agenda. Council Member Dodd seconded the motion and was carried unanimously.

C.1 Consider Approval of the Minutes of the Town Council Regular Meeting held on December 7, 2017.

By a majority vote under the Consent Agenda, Town Council approved the minutes of the Town Council Regular meeting held on December 7, 2017.

C.2 Consider Accepting the Minutes of the Regular Advertising and Promotion Committee Meeting held on November 15, 2017

By a majority vote under the Consent Agenda, Town Council accepted the minutes of Regular Advertising and Promotion Committee meeting held on November 15, 2017.

**C.3 Consider Accepting the Minutes of the Regular
Planning and Zoning Commission Meetings held on September 14,
October 12 and November 16, 2017**

By a majority vote under the Consent Agenda, Town Council accepted the minutes of Regular Planning and Zoning Commission meetings held on September 14, October 12, and November 16, 2017.

Mayor Irwin commended Staff for accurately reflecting in the Planning and Zoning Commission minutes discussions held during those meetings.

**C.4 Consider Approval of the Town Check Register
for the Period November 1 through 30, 2017**

By a majority vote under the Consent Agenda, Town Council approved the Town Check Register for the period November 1 through 30, 2017.

D. Business Before the Council

Mayor Irwin announced that Public Comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by Staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council members, however, may be directed to staff or a member of the public through the Mayor at any time.

**D.1 Introduction of Town of Pinetop-Lakeside New Police Officers
Joseph Muse and Michaela Garvin**

Acting Police Chief Barnes introduced to the Mayor and Council new officers Michaela Garvin and Joseph Muse.

Chief Barnes announced that Officer Garvin started with the Police Department as a Dispatcher in January 2015 and accepted at the Police Basic Academy, completing 585 hours from August through December 2017. While at the Academy, Michaela served as the class leader and received achievement award for top recruit. Michaela has been an invaluable member of the Police Department Staff; she continues to serve as a Dispatcher while attending the academy.

Chief Barnes conveyed that Officer Muse was accepted at the Police Basic Academy, completing 585 hours from August through December 2017. While at the Academy, Joseph served as the Academy Flag Bearer and received achievement awards for Top Physical Conditioning Recruit and Top Firearms Recruit.

Additionally, Chief Barnes reported both officers finished top of their class in academics, proven themselves as leaders in the academy and no doubt they will dedicate themselves to the law enforcement profession and to the community they serve.

Mayor and Council welcomed Officers Garvin and Muse to the Town workforce.

**D.2 Introduction of Town of Pinetop-Lakeside
New Accountant/Benefits Administrator Scott Flake and
New Recreation Coordinator Malaina Spillman**

Finance Director Rodolph reported that the Accountant in his department resigned in November 2017. Mr. Scott Flake was hired to take over the position of new Accountant/Benefits Administrator. Mr. Flake came from Navajo County Finance Department for the last four years. Mr. Flake obtained his Bachelors and Master Degree from Southern Utah and a Certified Public Accountant (CPA).

Mayor and Council welcomed Mr. Flake to the Town workforce.

Public Works Director Patterson introduced to the Mayor and Council the new Recreation Coordinator Malaina Spillman. Ms. Spillman holds a Bachelor Degree in Sociology from Northern University of Arizona. Ms. Spillman has been a part of the community for over thirty six years and she volunteers at St. Anthony School for Valley ball, JV and Varsity Basketball Couch, and volunteers at Show Low Youth Basket Ball and AYSO Soccer Couch.

Ms. Spillman conveyed that she is grateful for the opportunity and excited to be a part of the Town.

Mayor and Council welcomed Ms. Spillman to the Town workforce.

it that if court was given back to the City of Show Low it would not impact the court filings the way they count the files. There was no financial impact back in City of Show Low or the Town of Pinetop-Lakeside. It seems now is a very good time to do this action especially since the discussion started over a year ago.

Judge Widmaier conveyed that the only impact is with the Sheriff's Department; they will have to kind of relearn the boundary. It will also impact City of Show Low Police Department. There is no financial impact with the Town and is not really going to impact the Court. He said the number of filings his court gets out of that area is that 95% came from Wal-Mart shoplifting. His court really does not get anything from Lowes, Home Depot or Walgreens.

In response to Vice Mayor Smith, Judge Widmaier conveyed that discussions are still on-going and he is very limited to discuss anything tonight due to open meeting law regulations.

D.5 Consider Resolution No. 18-1437 Authorizing the Submission of a FY 2018 Application to the Arizona Department of Environmental Quality (ADEQ) for a Brownfields State Response Grant (SRG)

Public Works Director Patterson recommended that Mayor and Council authorize the submission of a Brownfields State Response Grant application to Arizona Department of Environmental Quality to complete a Phase I Abatement for the Old Town Hall Interior Abatement Project.

Public Works Director Patterson reported that the Pinetop-Lakeside Old Town Hall was acquired from Blue Ridge Unified School District (BRUSD) circa 1980's. The Town Hall was constructed by BRUSD in the early 1950's. The Town purchased the building for a nominal cost, with the building considered only temporary offices at that time. The building served as the primary location for services and staff for four decades.

Due to the age and overall condition of the building, the Town commissioned several environmental professionals to conduct environmental assessments, and they are as follows:

- Dominion Environmental Consultants, Inc.
Conducted limited Asbestos Survey (May 2012) that confirmed asbestos with twenty-two (22) homogeneous materials throughout the Town Hall.
- Ever Green Environmental
Report of Microbial Air, Bulk & Swab Sampling (January 2016) the sampling confirmed and identified, that areas in the Town Hall were no longer suitable due to safety and health concerns.

Public Works Director Patterson conveyed that the Town applied for and received Brownfield State Response Grant funds from Arizona Department of Environmental Quality to complete a comprehensive site assessment.

- SCS Engineers
Asbestos-Containing Material (ACM) Survey, Lead-Based Paint Survey, and Limited Hazardous Materials Survey, the survey confirmed and identified, that areas in the Old Town Hall required abatement to prepare for the eventual demolition of buildings.

As a proactive measure, Arizona Department of Environmental Quality conducted a site visit on December 21, 2017 to determine abatement costs for interior abatement.

- Phase I Abatement: Old Town Hall Interior Abatement Project will remove materials inside the Old Town Hall buildings to mitigate hazardous elements where applicable.
- The Town will be eligible to apply for Phase II Abatement: Old Town Hall Exterior Abatement Project funds in the future based on availability.

Town staff determined, after the ADEQ site visit, to submit an application for Brownfields State Response Grant (SRG) funds.

Upon Town Council approval, staff will submit a Brownfields State Response Grant (SRG) application for consideration to Arizona Department of Environmental Quality to complete a Phase I Abatement for the Old Town Hall Interior Abatement Project, with the potential for a Phase II Abatement for the Old Town Hall Exterior Abatement Project funding.

Financial Analysis:

Grant 100%	\$180,000
Town of Pinetop-Lakeside – In Kind Match Personnel	<u>\$18,000</u>
Project Total	\$198,000

DISCUSSION

In response to Vice Mayor Smith, Public Works Director Patterson conveyed the abatement is expected to begin April 2018.

In response to Council Member Dodd, Public Works Director Patterson conveyed the total cost will be determined after the submittal of bids tomorrow; thereafter, Staff may go back to Council to amend tonight’s council action.

Council Member Snitzer moved for passage of Resolution No. 18-1437, authorizing the submission of a Brownfields State Resource Grant application to Arizona Department of Environmental Quality for a Phase I Abatement: Old Town Hall Interior Abatement Project; and authorize the Town Manager to execute any and all documents in connection with the project. Council Member Dodd seconded the motion and was carried unanimously.

Mayor Irwin then declared Resolution No. 18-1437 passed and adopted.

Mayor Irwin noted to the Town Clerk that the Council Agenda reflects incorrect resolution number.

Town Clerk Miller conveyed that the agenda packet (CDR and Resolution) reflects the correct number and indicated that she will make sure to correct the agenda.

D.6 Executive Session

Council Member Dodd moved to hold an executive session for the below item:

A.R.S. 38-431.03

A. Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session for the following purposes:

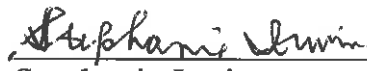
(1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

➤ *Performance Evaluation of Town Manager*

Council Member Snitzer seconded the motion and was carried unanimously.

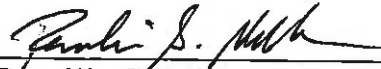
E. **Adjournment**

There being no further business at this time, the meeting was adjourned at approximately 8:05 p.m.



Stephanie Irwin
Mayor

ATTEST:

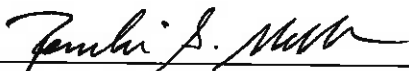

Remilie S. Miller, MMC
Town Clerk



CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular meeting of the Town Council of Town of Pinetop-Lakeside, Arizona, held on the 4th day of January, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 18th day of January, 2018


Remilie S. Miller, MMC
Town Clerk

