

**MINUTES OF THE REGULAR MEETING
OF THE HONORABLE TOWN COUNCIL
OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA,
HELD ON THURSDAY, NOVEMBER 7, 2019
IN THE TOWN COUNCIL CHAMBERS LOCATED AT
325 W. WHITE MOUNTAIN BOULEVARD, 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 |
| Carla Bowen | Council Member |
| Jim Snitzer | Council Member |
| Mazie Hastings | Council Member |
| Lynn Krigbaum | Council Member |

Also Present:

| | |
|----------------|--------------------------------|
| Keith Johnson | Town Manager |
| Kevin Rodolph | Finance Director |
| Jill Akins | Town Clerk |
| Matt Patterson | Public Works Director |
| Guy Willis | Police Commander |
| Tony Alba | Community Services Manager |
| Annie DeRosier | Visitor Center Specialist |
| Cody Blake | Community Development Director |
| Dustin Whipple | Roads Manager |

➤ **Pledge of Allegiance and Invocation**

Mayor Irwin led the Pledge of Allegiance to the Flag.

Pastor Sid Costa delivered the Invocation.

B. Call to the Public

Mayor Irwin called for public comments. No comments were offered.

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.

Council Member Dahnk moved for passage of the Consent Agenda as presented. Vice Mayor Smith seconded the motion and by show of hands the following vote was recorded:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|-------------------------|----------------|-------------|
| Mayor Irwin | | |
| Vice Mayor Smith | | |
| Council Member Dahnk | | |
| Council Member Bowen | | |
| Council Member Snitzer | | |
| Council Member Hastings | | |
| Council Member Krigbaum | | |

Mayor Irwin then declared that all consent agenda items in these minutes were approved, passed and adopted with a 7-0 vote.

C.1 **Approval of the Minutes of the Town Council
Regular Meeting held on October 17, 2019**

By a unanimous vote under the Consent Agenda, Town Council approved the minutes of the Town Council Regular meeting held on October 17, 2019.

C.2 Approval of the Minutes of the Planning and Zoning Commission Meeting held on September 12, 2019

By a unanimous vote under the Consent Agenda, Town Council approved the minutes of the Planning and Zoning Commission Meeting held on September 12, 2019.

C.3 Approval of the Minutes of the Mayor’s Youth Advisory Committee held on May 9, 2019, June 27, 2019, July 25, 2019 and September 12, 2019.

By a unanimous vote under the Consent Agenda, Town Council approved the minutes of the Mayor’s Youth Advisory Committee held on May 9, 2019, June 27, 2019, July 25, 2019 and September 12, 2019.

C.4 Approval of the Town Check Register for the period September 1 through 30, 2019.

By a unanimous vote under the Consent Agenda, Town Council approved the Town Check Register for the period September 1 through 30, 2019.

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 Consider Ordinance No. 19-424 establishing procedures and criteria for the administration and uses for the lodging privilege tax revenues generated by Ordinance No. 01-195 and rescinding the requirement for an Advertising and Promotion Committee and repealing of Ordinance No. 18-411.

Community Services Manager Tony Alba explained that since the 1980s, the Town of Pinetop-Lakeside has had an Advertising and Promotion Committee made up of residents and business owners to advise the Town Council on how to market and

promote the area to visitors. In 2001, the Town adopted a three percent hospitality tax for the purpose of funding advertising, promotion and supporting tourism-related events. The Advertising and Promotion Committee has been responsible for making recommendations to the Town Council on how best to expend those funds. Over the last two years, the Town has acquired staff members with a strong background in tourism, marketing and promotion that it previously did not have. The addition of a new Community Services Manager and later, a Tourism Marketing Coordinator, has added a skill set and level of expertise that the Town had lacked. With the addition of these staff members and their backgrounds, we believe that the Town is now better served by bringing in-house the duties and responsibilities that have been assigned to the Advertising & Promotion Committee. This will allow the Town to be more strategic and more forward looking in how it develops its messaging and how those messages are delivered. Staff presented the proposal of dissolving the Advertising and Promotion Committee and bringing the responsibility for marketing and promotion in house to the Committee at its October 16, 2019 meeting and the members agreed that this was the direction the Town should take. He said that staff recommends the adoption of Ordinance No. 19-424.

Jeanne Begovac addressed the Council with the following comments:

“Thank you for letting me speak tonight as the Advertising and Promotion Chairperson. I have been honored to be a part of the Advertising and Promotion Committee since 2016. At that time, our monthly job at hand was to come up with a yearly budget and approve funding for various advertising outlets, event sponsorships and requests as they were presented. Ceci Byrne and I were both on the Committee at that time and we both felt the need to do more. We started conversations with the other Committee members and started moving towards a more proactive approach to the Advertising and Promotion of the Town. We formed sub-committees to get more detailed conversations done more efficiently and with the members that were best suited for those. We redesigned the funding request, became more involved in the messaging that was going out and we started real conversations about the who, what, where and when of the Town of Pinetop-Lakeside marketing goals. What became clear from these discussions was that we wanted more out of our marketing strategy and that possibly this committee did not have the right resources to carry out what was best for the Town. I do not think we

would be where we are today if it were not for the commitment, vision and dedication to the purpose, the talent and hard work of the current committee members. In fact, I think we did such a good job deciding that we are not the answer that we committed ourselves out of a committee. As we pass the torch to the Town's internal resources that are best suited going forward to do the work that we started, I want to make sure that we keep focus on three main areas. This is kind of our baby and I think I can speak for at least my self and Ms. Byrne, although we totally trust Mr. Alba and the Town, we just want to make sure that we have some areas noted and focused on. The vision and purpose of what the Committee was born to do and what the Town wants to promote and advertise, I hope there continues to be a vehicle that brings folks together, like a quarterly advisory group, to help stay on track. I would also like to see the Town to continue to be transparent of how it spends the budget and make it easy for those interested to see and understand how it is being spent. The spreadsheets that Ms. Byrne created were very helpful to the committee in categorizing the spend and allocating it to the right areas. I hope that the Town continues to make the efforts of the advertising and promoting of the Town easily communicated to the stakeholders, especially, the lodging, restaurants and bars that are responsible for collecting the tax. I for one will likely attend for Town Council meetings now to stay connected to what is going on in our community. Other avenues, such as Mr. Alba's Talk of the Town, could be helpful. I think I speak for all when I say that we are sad to see this chapter close. We have worked really hard to get here, but we are excited to see what the future holds."

Manager Alba said just because the Advertising and Promotion Committee is dissolving, does not mean there will be no oversight. We believe it is critical to continue to communicate with our stakeholders. He said the Town will be forming an advisory group that would meet quarterly for reviewing activities, plans and strategies. He said a positive aspect of the advisory group is that it will not be limited to nine members.

Bill Gibson, Jr., 3844 Woodpecker Lane, Pinetop, addressed the Council with the following comments:

"Thank you for the opportunity to be a part of the Committee for the last two years. I learned a lot about the Town that I chose to come too, that my family is in

and I am proud of what we were able to accomplish the past two years. My background comes from another area and when I first got on the Committee I said “Wow, there is a lot that we needed to do but we needed the right people”. You did the right thing, Ms. DeRosier is the right person, Ms. Spillman is the right person, that is what is important. The group that we were, we came together, we had ideas, we asked questions, but we were just laying the foundation for moving forward. I think that is what the decision you make tonight is. The Town moving forward to proceed down a direction that makes what Tony is going to do, what Annie is going to do to carry forward and it is so much more important and better for the Town. I look forward to continue to be a part of the advisory group down the road, because I still want to be a part of this and there is so much that we can offer. Thank you for your support in listening to what we suggested and supporting us, but I believe now is the time to make the transition. I fully endorse this; it is the right people and the right time for our Town.”

Whitney Giokaris addressed the Council with the following comments:

“I just wanted to thank each and every one of you. I joined the Committee and took Council Member Krigbaum’s place when she joined the Town Council. It has been such an honor. I come from the marketing industry and I have a different perspective. I relocated from California to here and I am the oldest of the millennial generation, so I feel that I had an objective that was not on the Committee. I would really be honored to be a part of the advisory group in the future and continue to with the exciting times that we are in and the potential for this Town. I see it and I am excited and I hope to continue to be a part of it and I thank you for the time that I have had.”

Ceci Byrne, 831 Peterson Road, Lakeside, addressed the Council with the following comments:

“Thank you for listening and supporting us and I think it is one of the reasons why we are able to get to this stage today. This summer when I was looking at the extra funds, I was thinking they won’t need us any longer. I really endorse this and I hope to be a part of the advisory committee in the future.”

Council Member Dahnk said she moved here in 2000 and said that in 2001 she was a member of the Committee. She said that she watched the tax go into effect and

watched the forest burn the following year. She said it was a real challenge for quite a few years because a lot of people thought that the Town had totally burned down. She said that even back then, the Committee said they need somebody that is an employee of the Town to be able to move this forward. As has been said, meeting just once a month does not quite do it. She expressed her thanks to the Committee members for everything they had done and said she really appreciates all the work that the Committee members have put in.

Council Member Snitzer said that it has been his honor and pleasure to attend the committee meetings. He said that they worked very hard on behalf of the community to get things done and said that they helped to increase the revenue that came from the taxes which really increased the prosperity of the Town. He thanked the Committee members for all of their hard work and he encouraged them to stay involved in helping the Town.

Council Member Krigbaum moved for passage of the Ordinance No. 19-424 establishing procedures and criteria for the administration and uses for the lodging privilege tax revenues generated by Ordinance No. 01-195 and rescinding the requirement for an Advertising and Promotion Committee and repealing of Ordinance No. 18-411. Council Member Dahnk seconded the motion and by show of hands the following vote was recorded:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|-------------------------|----------------|-------------|
| Mayor Irwin | | |
| Vice Mayor Smith | | |
| Council Member Dahnk | | |
| Council Member Bowen | | |
| Council Member Snitzer | | |
| Council Member Hastings | | |
| Council Member Krigbaum | | |

Mayor Irwin then declared Ordinance No. 18-411 approved, passed and adopted with a 7-0 vote.

D.2 Presentation and recognition of service to the members of the Advertising and Promotion Committee.

Mayor Irwin and Manager Alba thanked the members of the Advertising and Promotion Committee for their service and presented the following plaques:

Chair Jeanne Begovac; Vice Chair Ceci Byrne; Member Whitney Giokaris and Member Bill Gibson, Jr.

The following members were not in attendance:

Member Chuck Teetsel; Member Angie Fabian; Member Simon Rizk; Member Owen Laluk and Member Kellen Nicholson.

D.3 Presentation and Update on the Community Planning Assistance for Wildfire (CPAW) program.

Community Development Director Cody Blake stated that we are excited to present to you tonight the final recommendation from the Community Planning Assistance for Wildfire (CPAW). He said that this process started over a year ago with Chief Jim Morgan, who was not able to attend tonight, and helped to promote this program. CPAW had previously toured the Town, done a site visit, provided education on the topic of wildfires in the community and then provided follow-up information. He said they also participated in a community block party that was organized by the Pinetop Fire Department.

Kelly Johnston and Molly Mowery presented the following:

Community Planning Assistance for Wildfire Final Recommendations for Pinetop-Lakeside was presented and the following points were hi-lighted:

- Local Planning Challenges: Seasonal population, existing infrastructure, staff capacity, fire history, weather and fuel conditions.
- Local Planning Opportunities: Future development planning, local expertise and experience, collaboration and engagement at local, state and federal levels.
- Recommendations: Define the Wildland-Urban Interface (WUI) and Implement a WUI Risk Assessment Program; Develop Coordinated Approach to Guide Wildfire and Land Use Planning Decisions; Update and Align Regulations to Decrease Susceptibility of Development to Wildfire; Formalize and Implementation Process to Address Capacity Challenges.
- Define the WUI and Implement a WUI Risk Assessment Program Findings: No clearly defined WUI; No local wildfire hazard assessment; Different assessment and data collection methodologies for parcel-level assessments.

- Define the WUI and Implement a WUI Risk Assessment Program Solutions: Adopt hazard assessment developed by CPAW; align parcel-level assessments and adopt new WUI definition.
- Develop Coordinated Approach to Guide Wildfire and Land Use Planning Decisions Findings: Multiple plans with varying degrees of specificity and relationship to wildfire; some duplication of content and no clear linkages or tracking mechanisms.
- Develop Coordinated Approach to Guide Wildfire and Land Use Planning Decisions Solutions: Develop addendum to County Community Wildfire Protection Plan to address local planning needs, establish a working group and review other plans for linkages.
- Update and Align Regulations to Decrease Susceptibility of Development to Wildfire Findings: Current regulations focus only on management of hazardous vegetation and improved response and enforcement is complaint-driven and limited by staff capacity.
- Update and Align Regulations to Decrease Susceptibility of Development to Wildfire Solutions: Adopt 17.96 Revised Forest Health and Wildland-Urban Interface Fire Risk Reduction with proposed CPAW modifications, reconcile regulatory conflicts and streamline definitions.
- Formalize an Implementation Process to Address Capacity Challenges Findings: Relationships, roles and responsibilities are collaborative but informal.
- Formalize and Implementation Process to Address Capacity Challenges Solutions: Formalize relationship between Town and Fire Districts and define authority for Fire Districts to administer and enforce applicable wildfire regulations.

In response to Council Member Bowen, Mr. Johnston said there are two pieces to look at: one is to have a cooperative agreement in place that would solidify the relationship that is currently in place between the fire districts that are helping the Town in mitigation work and assessments; the second piece would be a regulatory piece understanding that there is fire capacity within the Town. There is a great opportunity with the fire districts to provide them with the authority to help enforce some of the regulations when they are undertaking their mitigation, inspections or assessments.

In response to Council Member Bowen, Ms. Mowery said the Town would need to adopt an Ordinance and a Memorandum of Understanding.

In response to Council Member Bowen, Mayor Irwin answered that this has to be looked at in two ways: First, the Forest Health Chapter 17.96 would have to be completed and adopted and then the Memorandum of Understanding would define the authority of the Fire Department for property enforcement.

Council Member Bowen said a Memorandum of Understanding is only a memo, and would be hard for the Fire Department to enforce. She said there would have to be something in place with some teeth in it, like an Ordinance, to be able to enforce Chapter 17.96.

Director Blake said both the Memorandum of Understanding and the Ordinance are both important and if we want the Fire Department to be able to enforce, it would have to be through an Ordinance. He said within Chapter 17.96 we would have to grant them authority to go out and enforce. He said currently only he and the police department have the authority to enforce.

Norris Dodd offered the following comments:

“It is a pleasure to be back with you tonight. I would like to thank the Town for giving me the opportunity to serve and participate on this committee for this important effort. My greatest contribution was being out of the country during most of the planning time. He said he had left them with some forest health code revisions based on a minimizing the risk of wildfire in our community. What CPAW and the team has done, in terms of integrating the best available science, data driven GIS modeling and mapping is just wonderful. It takes what I did and makes it look very amateur, because professionals took hold of it. We have a tremendous product in front of us and it serves as a road map to guide the Town in a proactive and science-based approach in reducing wildfire hazard to our community and it embodies a comprehensive approach. It is a little different from what we have been doing, we have been focusing on vegetative management and now it brings in the other side of it, the structural and building code considerations. Obviously, these have the potential to be controversial, but the science behind it is so powerful that I think it compels us to really focus on it. This comprehensive approach is essential obviously and to take the steps to minimize the potential for our community to experience the types of wildfires that we see increasing in California and other states around us. We need to do something; I think you all know that. The last thing I would like to do is just urge the Town Council to embrace your important role in pursuing this recommendation. Pass a Resolution of acceptance and just the importance of the Council making a statement of a resolution of acceptance of the planning effort and record that recommendation of importance

and the potential benefits it has for the community and by formally initiating a process with the Planning and Zoning Commission as stakeholders to revise and replace the Town's existing Forest Health. It would be nice to have this well under way, and maybe completed, before our next fire season. This notion of formalizing more of a cooperative effort between the Town and the two Fire Districts. What we learned today is that this would be the first of its kind in the country to formalize that relationship in terms of what are our respective roles and responsibilities, but the goal being getting our cooperative synergy in accomplishing."

Director Blake said that Chief Morgan and himself are attending one more CPAW meeting in Denver, CO, and after they return from that they will re-start the Forest Health Committee meetings in December.

Council Member Dahnk said this is a fantastic report.

Council Member Bowen said a committee was started in 1996 trying to create defensible space regarding wildfires and had Resolutions passed with the County, Show Low and Pinetop-Lakeside, before the Rodeo fire started, and it was so elementary compared to this study. She thanked the members of CPAW for in-depth information

D.4 Consider Resolution No. 19-1529 and the approval of the Intergovernmental Agreement for Security Services between Blue Ridge Unified School District No. 32 and the Town of Pinetop-Lakeside.

Commander Guy Willis said that the Town of Pinetop-Lakeside maintains a strong partnership with the Blue Ridge School District in providing safer environments on school campuses during various events. During events where police presence is requested, the Police Department provides officers and volunteers for general security and traffic control. The Town is also partnering with the School District to provide police presence during transitional periods when students arrive and depart from school campuses.

One of the most important goals of the School District and Police Department is strengthening the safety of students, staff and guests on the school campuses. In light of the many threats the school district could receive, it is especially important to provide these preventative services. The Town has received praise and gratitude

from our community and the School District for increased officer presence at the campuses. The Blue Ridge School District agrees to reimburse the Town for Police provided officers at the then current overtime hourly rate of the officer assigned plus all additional sums that the Town must pay in relation to that pay and time (including but not limited to fringe benefits, retirement, Social Security, Medicare, etc.).

Council Member Bowen moved for passage of Resolution No. 19-1529 and the approval of the Intergovernmental Agreement for Security Services between Blue Ridge Unified School District No. 32 and the Town of Pinetop-Lakeside. Council Member Snitzer seconded the motion and by show of hands the following vote was recorded:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|-------------------------|----------------|-------------|
| Mayor Irwin | | |
| Vice Mayor Smith | | |
| Council Member Dahnk | | |
| Council Member Bowen | | |
| Council Member Snitzer | | |
| Council Member Hastings | | |
| Council Member Krigbaum | | |

Mayor Irwin then declared Resolution No. 19-1529 approved, passed and adopted with a 7-0 vote.

D.5 Consider Resolution No. 19-1528 and the approval of the Intergovernmental Agreement between the Town of Pinetop-Lakeside and the Blue Ridge Unified School District No. 32 for utilization of a School Resource Officer.

Commander Guy Willis said that the Blue Ridge School District desires to establish a position of School Resource Officer to serve at certain campuses of the School District for the mutual benefit of the parties, and to promote public safety on the School District properties within the community. The School Resource Officer will perform a variety of duties, to include deterrence to prevent crime on school campuses, developing positive relationships with students, faculty and community members, investigate crimes and other school related incidents, determine appropriate law enforcement actions, campus protection, make arrests

when appropriate, make notifications when appropriate, maintain peace and order, intelligence gathering to prevent disruption, work with faculty on school safety plans and assessments, and provide law related education and crime prevention resource. The School District desires the School Resource Officer be provided by the Pinetop-Lakeside Police Department and the department desires to provide an officer based on deployment needs. The Town and School District will equally share the compensation/salary cost for the School Resource Officer for the academic year, generally August through May. The cost will be based on the Town’s compensation rates within the Police Officer salary scale. The amount may change between the Town and School District based on budgetary issues. If the School District is unable to fulfill an equal share of expenses to fund the School Resource Officer position, the Town will make an effort to unilaterally staff the position, depending on deployment and budgetary concerns. Overtime costs at mandated school functions shall be borne by the school district, unless approved by the Chief of Police in advance.

In response to Mayor Irwin, Town Manager Johnson said that we have this in our budget, but we have not had an agreement.

Council Member Dahnk moved for passage of Resolution No. 19-1528 and the approval of the Intergovernmental Agreement between the Town of Pinetop-Lakeside and the Blue Ridge Unified School District No. 32 for utilization of a School Resource Officer. Council Member Snitzer seconded the motion and by show of hands the following vote was recorded:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|-------------------------|----------------|-------------|
| Mayor Irwin | | |
| Vice Mayor Smith | | |
| Council Member Dahnk | | |
| Council Member Bowen | | |
| Council Member Snitzer | | |
| Council Member Hastings | | |
| Council Member Krigbaum | | |

Mayor Irwin then declared Resolution No. 19-1528 approved, passed and adopted with a 7-0 vote.

D.6 Consider Resolution No. 19-1527 for the submission of an application to the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) Fund Grant Program for the Emergency Generator – Public Works Building.

Public Works Director Matt Patterson said that the Emergency Generator – Public Works Building will purchase and install a generator adjacent to the Public Works Building which will provide power during major storm events. Currently, the Public Works Building loses power approximately 10 times per year and the duration ranges from 15 minutes to 6 hours. Loss of power makes opening the garage bays time consuming and difficult. The facility also serves as an emergency operations center during these events so lights and communication access is critical to operations.

Project Budget

| | |
|------------------------------|--------------------|
| FEMA PDM Fund Grant | \$47,148.34 |
| Town of Pinetop-Lakeside | |
| Monetary Match | <u>\$15,716.11</u> |
| Total Estimated Project Cost | <u>\$62,864.45</u> |

Director Patterson stated that staff recommends approving an application submission to the Federal Emergency Management Agency Pre-Disaster Mitigation Fund Program for consideration to purchase and install an emergency generator at the Public Works Building.

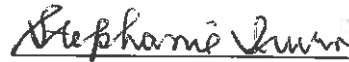
Council Member Dahnk moved for passage of Resolution No. 19-1527 for the submission of an application to the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) Fund Grant Program for the Emergency Generator – Public Works Building. Vice Mayor Smith seconded the motion and by show of hands the following vote was recorded:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|-------------------------|----------------|-------------|
| Mayor Irwin | | |
| Vice Mayor Smith | | |
| Council Member Dahnk | | |
| Council Member Bowen | | |
| Council Member Snitzer | | |
| Council Member Hastings | | |
| Council Member Krigbaum | | |

Mayor Irwin then declared Resolution No. 19-1527 approved, passed and adopted with a 7-0 vote.

E. Adjournment

There being no further business at this time, the meeting was adjourned at approximately 7:09 p.m.

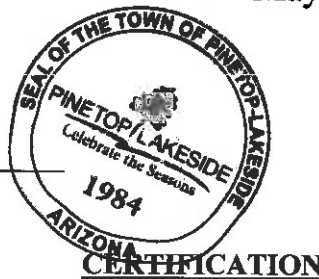


Stephanie Irwin
Mayor

ATTEST:

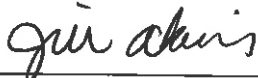


Jill Akins, CMC
Town Clerk



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 7th day of November, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7th day of November, 2019



Jill Akins, CMC
Town Clerk

