

**MINUTES OF THE WORK SESSION  
OF THE HONORABLE TOWN COUNCIL  
OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA,  
HELD ON THURSDAY, FEBRUARY 13, 2020  
IN THE TOWN COUNCIL CHAMBERS LOCATED AT  
325 W. WHITE MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929**

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**A. Call to Order**

Mayor Irwin called the meeting to order at 9:02 a.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
Dan Barnes	Chief of Police
Cody Blake	Community Development Director
Tony Alba	Community Services Manager
Kendra Abel	Library Manager

➤ **Presentation and Discussion on the below subject matters:**

Town Manager Keith Johnson opened the meeting by thanking the Mayor, Council and Town Staff for doing a great job the past four years and said that a lot of progress has been made, but there is a lot more to do.

*1. Discussion regarding budget calendar for Fiscal Year 2020/2021:*

Finance Director Kevin Rodolph explained that we would not discuss individual department line items today and said that would come at a later date. He said that the main items being discussed today would be staff presenting their department reports, goals and receiving direction from the Council to help better prepare their 2020/2021 budget. He said that budget work sheets were distributed to each department on February 7, 2020.

Finance Director Rodolph presented the following FY 2020/2021 Budget Calendar:

- Town Manager Johnson and Finance Director Rodolph to meet with department heads between March 9 – 12, 2020.
- Town Manager Johnson and Finance Director Rodolph to review between April 6 – 10, 2020.
- Council Budget Work Session – Public Meeting will be held on Wednesday, May 27, 2020 at 9:00 a.m. to 3:00 p.m.
- If needed, a second Council Budget Work Session – Public Meeting will be held on Tuesday, June 9, 2020 at 9:00 a.m. to 3:00 p.m.
- Council adoption of tentative budget FY2020-2021 to be held on Thursday, June 18, 2020 at 5:00 p.m.
- Public Hearing on final budget and council adoption of Final Budget FY2020-2021 to be held on Thursday, July 16, 2020.

2. *Department Directors reports.*

Community Services Manager Tony Alba presented the following update regarding tourism, development and promotion, community relations, event Development and marketing and public relations:

- Since opening on June 1, 2019, the Visitor Center has received 1,659 visitors. The busiest days have been July 9, 2019 with 31 people, August 6, 2019 with 30 people and August 17, 2019 with 30+ people. The town hosted Santa's White Mountain Adventure for 5 days and brought in 1, 000 people through the Visitor Center.
- Most requested information has been hotels, maps, RV camping, events, hiking, lakes, real estate and restaurants.
- Top five states that visitors are visiting from: Arizona, California, Texas, New Mexico and Colorado.
- Visitor Center retail sales are \$3,679.70.
- Ongoing activities are to increase visitor traffic, increase product offering and revenue through retail sales and continue to cultivate a relationship with AOT and other tourism partners.
- Future goals are to find a way to get people off of Interstate 40 and to develop relationships with tour operators to target group travelers.
- Continue developing community relations to continue to strengthen relations with the Pinetop-Lakeside Chamber of Commerce and others and develop open communications with business owners, stakeholders and community leaders.
- Future goals are to create a sense of cooperation, trust and open communications between all stakeholders throughout the region.
- Completed event goals are the White Mountains Balloon Festival, Pinetop- Lakeside days, White Mountains Chili Cook-off, Tillman Honor Run and successfully submitted to host "The Wall That Heals" November 5-9, 2020.
- Ongoing event development activities are to continue to grow the White Mountains Balloon Festival, improve and expand Pinetop-Lakeside Days and expand the Chili Cook Off and a future event is to hold a Bluegrass Festival.

- Marketing and public relations completed goals include the following: replaced the Advertising and Promotion Committee with in house resources, established a six month marketing calendar for on-mountain and off-mountain promotions, contracted with a co-op group of local media agencies for on-mountain marketing, including video production, social media, photography and advertising.
- Marketing and public relations completed goals include establishing solid relationships with TV outlets in Phoenix, secured a weather camera and weather station at Town Hall (3-TV and CBS-5) and cultivated a strong relationship with staff at the White Mountain Independent.
- Ongoing marketing and public relations activities are to continue develop annual marketing plans both locally and off-mountain and maintain and cultivate relationships with Phoenix media and to establish strong relations with Tucson media as a future goal.

Community Development Director Cody Blake presented the following department update:

- Department responsibilities include code enforcement, licenses, zoning, Planning and Zoning Commission and Building Official.
- July 1, 2019 through February 12, 2020 a total of ninety construction permits have been issued and fees collected are \$141,143.00.
- Upcoming large projects are the Safeway Plaza remodel, tenant improvement of 17,000 square feet of office space in the Safeway Plaza and the Auto Zone will begin construction soon.
- Completed projects include converting from iWorQ to Civic Review, purchased a scanner and digitized all building plans and completed CPAW process and received final recommendations on changes to Town Code and processes.
- Ongoing project updates are the Dark Sky ordinance (which the Mayor and staff has decided not to pursue at this time due to enforcement issues), development impact fees (charged on new construction and will possibly be eliminated due to the funds are only able to be spent on very specific items. Pinetop-Lakeside is the only

community in the area that charges impact fees.), code changes to Forest Health and Fire Protection (CPAW), Planning and Zoning Commission code changes to Titles 16 and 17, working with Navajo County on the 2020 Census and to move from the 2006 Building Codes to the 2018 Building Codes.

Library Director Kendra Abel gave the following presentation:

- 22,544 visitor's year to date, 14,402 registered borrowers, 226 volunteers donated 397 hours and 1,620 hours of public computer use.
- 130 programs year to date, 1,846 attendees of programs, including story time, teen scenes, Fortnite night, adult crafting club, wiggle worms, blind date with a movie, FRANK talks, girls who code and Chess/Mahjong club.
- Read-on acts as an umbrella for local resources to improve childhood literacy community by community. In Pinetop-Lakeside some of the groups already participating are: First things First, Blue Ridge Schools, Head Start and the Pinetop-Lakeside Library.
- Involved in Inspiring Invention Through Stories, early literacy initiative for rural libraries.
- Received a small grant through Girls Who Code for 3<sup>rd</sup> - 5<sup>th</sup> graders and Pinetop Girl Coders for 6<sup>th</sup> – 12<sup>th</sup> grades. Girls Who Code is a nonprofit organization which aims to support and increase the number of women in computer science by equipping young women with the necessary computer skills to pursue 21<sup>st</sup> century opportunities.
- Staff recently completed an online course based on The Librarian's Guide to Homelessness by Ryan Dowd, director of Hesed House shelter in Aurora, Il. Topics covered included: de-escalation of conflict, dealing with homeless and/or mentally ill patrons with empathy & practicality and conflict resolution techniques for dealing with any patron.

Police Chief Dan Barnes provided the following update and future goals for the Pinetop-Lakeside Police Department:

Administrative:

- ✓ Policy update; still pending, planning on tackling in March/April of 2020.
- ✓ Training module update is done. Training received and system is up and running.
- ✓ Emergency Operations Plan Update is still planning. Investigating Bold Planning to help assist in the process. Bold Planning is the same company the county uses.
- ✓ Working with CIS to do final review of the CAD data conversation.

Vehicles:

- ✓ Old vehicles being prepped for auction, including two older Durangos and one of the Military Hummers; three new vehicles have arrived in Phoenix and are at Upfit.
- ✓ Temporary replacement vehicle for Animal Control and possibly retrofitting the blue Dodge Durango.
- ✓ One of the 2012 Tahoe's lost an engine, decided to do refurbishment work on this vehicle to extend service life by replacing engine, brakes, shocks, transmission and seat.
- ✓ Goal is to set mileage limits on vehicles and rotate vehicles out as necessary to maintain a more efficient fleet.
- ✓ Seeking funding through Governor's Office of Highway Safety to replace radars and update some mounting equipment.
- ✓ Seeking funding through Governor's Office of Highway Safety to seek funding to purchase new portable breath test units for DUI/Impairment investigations.
- ✓ Looking into funding availability in the 20/21 budget to replace the Animal Control vehicle and Detective vehicle.

Facilities:

- ✓ PD building needs attention to keep it functional until remodel occurs. We are working with Director Patterson on this as needed.
- ✓ Tear down old dispatch center and convert for records use. In progress.

- ✓ Add new work counter at lobby window and cut in door to connect records to administrative area and work with Director Patterson on this.
- ✓ Acquire new lateral file cabinets for records storage is completed.
- ✓ New network cable lines and reducing unnecessary routers to clean up the network to make it more efficient.

Weapons:

- ✓ Need to purchase extra 9mm handguns and a few AR-15 rifles. Looking at possibilities in the 20/21 budget.

Storage:

- ✓ Clean and organize all outside storage. Move some of the new records inside the building where dispatch used to be when cabinets are available.
- ✓ Install LED lighting in the storage units so we can see to work inside. RIMS (Show Low PD)
- ✓ Continue to participate in monthly technical and operational working groups for dispatch. To date, there have been no major issues with dispatch, and we are very happy with services provided by SLPD.
- ✓ Finance NIBERS Module for the upcoming NIBERS transition from UCR. This mandate happens in January 2021. The module needs to be purchased ASAP so Sun Ridge Systems can start the conversion for SLPD and PLPD. NIBERS training has already begun and we will be pushing out officer training over the next six weeks.

Evidence Room:

- ✓ Hire a part-time property and evidence technician. Sean Mulkearns has been hired for this position and is doing a great job at it so far. He has many years of experience managing property and evidence rooms from his previous career.
- ✓ The evidence room needs to have partitions built out to separate drugs, weapons and money. Mr. Mulkearns is working on completing this project.
- ✓ Acquiring used coolers for cold storage from the Beverage House. These items are being donated to us.
- ✓ Upgrade property and evidence shelving.

Drug Takeback Program:

- ✓ The department has taken in over 240 pounds of prescription drugs between events and the collection box in the lobby.

Military 10-33 Program:

- ✓ All inventories are up to date. In process of figuring out how to obtain title to equipment so it can be sold and getting rid of the Hum-Vees.

SRO position at schools/Security:

- ✓ MOU process complete for the SRO position. The Blue Ridge Unified School District (BRUSD) has received 3-year funding for an academic based SRO position. Weighing the need for this type of position or a non-academic position. Filling these positions is entirely dependent on staffing levels.
- ✓ Security agreement with BRUSD has been completed. Continuing to provide transitional period security and requested security at the other events.

Tracks E-Citation/Online collision reporting:

- ✓ Goal is to implement Tracks in patrol vehicles for better efficiency in the field. Streamline e-ticketing. Electronic submissions of collision reports. This has not been addressed with IT until several other projects can be completed. Show Low IT is in the process of reviewing system requirements before we can make any progress.

Laptops/Mobile Computing:

- ✓ Sunstate has upgraded our laptops to handle CAD/RMS and Tracks. Goal is to get these operational in the field.
- ✓ Show Low IT is in the process of reviewing system requirements before we can make any progress.

Radio:

- ✓ Waiting for funding to come in for six new mobile and six new portable radios. Received funding and additional funding through DOHS for additional radios. Submitting grants for more radios in 2020.

ACJIS Interface:

- ✓ Goal is to implement interface. No movement with IT.

- ✓ Show Low IT is working through system requirements before we can make any progress.

Patrol:

- ✓ Testing for non-sworn patrol positions and reviewing one sworn application. Continuing to advertise.
- ✓ Purchased new cameras for patrol officers.
- ✓ Purchased new voice recorders for patrol officers.

Animal Control/Code Enforcement:

- ✓ Animal Control Officer, Barbara Lee, has handled over 350 calls for service with Animal Control and over 60 calls for services with code enforcement.
- ✓ Officer Lee has assisted with property and evidence management up to the point when Sean Mulkearns was trained and took over the property room.
- ✓ Officer Lee also continues to assist with crime scene processing and support patrol with a multitude of other tasks.
- ✓ Officer Lee has been instrumental in handling our National Night Out event each year and a number of other events the department participates in.

Police Operations:

- ✓ Review restructuring of assignments. Dropping sergeant position and moving to criminal investigations.

Criminal Investigations:

- ✓ Goal to revitalize criminal investigations with competent staff. Tim Webster has brought the division around to where it needs to be. Caseloads are not caught up. Still lacking proper staffing but a new detective will be starting soon. Training needs have been met and some new equipment and software has been purchased to help further investigations.
- ✓ Property training detectives will continue.
- ✓ Looking for additional funding 20/21 budget for cellular phone forensic software.

Task Force Operations:

- ✓ Gang and Immigration Intelligence Team Enforce Mission (GIITEM) State Gang Task; Kevin Powell continues to be assigned to this task force.
- ✓ Homicide Task Force: includes the criminal investigations unit, crime scene investigator, Commander and Chief participation.
- ✓ Arson Task Force: one of the current detectives participates in this task force.
- ✓ FBI Eastern Arizona Safe Trails Task Force: detectives will be assigned to this task force to assist with crimes on Tribal lands.
- ✓ White Mountain DUI Task Force: Patrol division participates in this task force.

Volunteers:

- ✓ Our goal was to increase the number of volunteers for the department. We now have a total of eleven with an excellent team of volunteers that support police operations. To date, our volunteers have contributed over 2,100 hours of support this year.

Records:

- ✓ Goal to streamline records procedures to make more efficient.

Badges and patches:

- ✓ We have worked with vendors to fix issues with new badges. The issues were resolved with vendors, but we just received the badges and they are still incorrect.
- ✓ Goals is to design new department coin.

Camera Systems:

- ✓ Goal is to add body cameras for patrol use. Three purchased but need back office equipment and IT assistance to start working. Applying for grant funding this year for body cameras.
- ✓ Replace interview room recording system.
- ✓ Replace booking room recording system. New interview system acquired and ready to install.
- ✓ Replace old system in vehicles that are not working. Four purchased this year and still need to try and purchase at least four on 20/21.

Training:

- ✓ Keep personnel properly trained and re-certifications up to date. This has proven difficult, with the rising cost of training.
- ✓ Goal is to re-train a couple of personnel on CAD-Zone laser mapping. Possibly having Kathrine Nunn involved and utilize the Towns total station equipment.
- ✓ Retrain someone on commercial truck inspections.

Range:

- ✓ Goal is to get new storage container at range for equipment. Plan is to move one of our existing containers out there when records are moved.

Equipment:

- ✓ Purchase Dragon software for criminal investigations and internal affairs records transcription.
- ✓ Seeking grant funding for a command vehicle, possibly a Proposition 202 grant.
- ✓ Need to look at computer replacements in numerous areas that will handle new demands. CAD.RMS and other programs are demanding a higher RAM and video graphics capabilities.
- ✓ Seeking grant or other funding for incinerator for records and property destruction.
- ✓ Seeking grant or other funding for crime scene processing trailer.

Public Works Director Matt Patterson presented the following Public Works Department FY 2019/2020:

- ❖ Collection Center has opened and is going well. Hauling a total of 617.2 tons of material with a total of 4,837 customers. Asphalt shingles is the largest amount of trash to be hauled away. Green waste includes trees, logs, pine needles and brush. Highest revenues are from 50-gallon trash bag recycling. Overall the Collection Center has a net loss of \$17,387.82.
- ❖ Information Technology has been completed with the evaluation from an outside consultant of our IT systems and proposed changes; moved

Pelourus to the cloud; started Timekeeper for electronic time sheets. Ongoing information technology includes exploring options for IT service; moving data off local servers to provide better access and security, Microsoft Office 365, Microsoft Share Point will allow staff to have access to files anywhere, specifying and purchasing the proper equipment and rerouting data for the Police Department.

- ❖ Police Department Expansion and Remodel: Draft layout completed, two story metal building purchased February 2020 for \$27,000.00 including the following: engineered foundation and structural plans, steel structure, including roof and side panels, delivery, steel framing, windows and doors. Next will be selecting an architect at a cost between \$25,000-60,000. Review and approval of plans and obtain building permit, based on costs, contact local contractors for quotes, determine loan amounts based on quotes or budget in General Fund; prepare drawings in house for parking, drainage, ADA compliance, fencing and landscaping.
- ❖ Billy Creek Pedestrian bridge was ordered on February 5, 2020 and the Town received the first two draws from ADOT for \$630,000.00 and Rawlings Specialty Contracting has billed for \$62,000.00.
- ❖ Pinetop Hills Full Depth Reclamation (FDR); realignment of roads, drainage improvements, first use of total station with motor grader and seven roads are completed to final grade in one week. The total cost was \$333,397.28.
- ❖ Safeway traffic light turn lane will have a study coming soon.
- ❖ Snowplowing FY2019/2020 includes 1,217 hours of snowplowing and 315 tons of traction control cinders.
- ❖ Show Low Lake Road full depth reclamation of roadway with an estimated total cost of \$122,369.00. The county is paying for the contractor and the pulverizing equipment.
- ❖ Pine Branch reconstruction with full depth reclamation, adjust the grade to improve water flow into drainage ditches and ditch improvements to enhance water flow.
- ❖ Johnson Drive has been ADOH approved and closed out the grant. Paving work will begin March 2020. Original bid for asphalt patching

was \$117,000.00 removed from the bid. Total reconstruction cost was \$48,479.96 with a savings of over \$68,000.00.

- ❖ One year left on the five-year pavement preservation program.
- ❖ Chip seal equipment needed if the Public Works Department were to do the chip sealing in house would be the following: chip seal spreader box for \$90,000.00 and a rubber tire roller for \$60,000.00.
- ❖ Seneca Pines Subdivision has had a full depth reclamation (FDR) including 75 square yards of pulverizing asphalt, 2,310 feet of roadway grading, 1,213 tons of asphalt and 92.46 yards of Class 2 ABC for a total project cost of \$116,189.33.
- ❖ Porter Mountain Road planning study provided by Kimley-Horn in cooperation with the Town of Pinetop-Lakeside, Blue Ridge Schools and Navajo County.
- ❖ Bike friendly signs is an item on the agenda for the Regional Transportation meeting to get sign uniformly finalized. The route is set. This needs an IGA to outline responsibilities of each governmental agency.
- ❖ Woodland Road and Woodland Lake Road sidewalk: The goal is to complete sidewalks from Mountain Meadow to Woodland Lake Park onto Highway 260 with sidewalk and bike lanes. The time frame is a ten-year plan. The distance per year will depend on cost per section of the roadway and available grants.
- ❖ Establish, processing and correcting the right of way and easement issues in the area of the one-hundred-year flood that occurred August 2019 and other areas throughout town.
- ❖ Pinetop-Lakeside Library sidewalks and porch have been completed with the landscaping to be installed the Spring of 2020.
- ❖ Lakeside solar streetlight update: install two new lights on each pole, remove old solar panels, reduce batteries from eight per pole to two per pole and keep the same pole with flagpole mount.
- ❖ Old Town Hall – in progress: finish removal of concrete slab for school and locker room, hauling of concrete and grade and landscaping where old building was located. 1,095 tons of debris hauled for a cost of \$71,175 of debris hauled and disposed.

- ❖ 1000-year flood event: waiting on response from DEMA, 150 hours creating LEMO including report books for storm costs and damage, storm clean up total to date is \$580,796.58. Storm clean-up is still in progress.
- ❖ PD vehicle overhaul – including engine replacement, transmission replacement, brakes, rotors, shocks and new seat. Seventy-seven labor hours.
- ❖ Training for the Public Works Department has included Microsoft Office Excel 2016. Malaina Spillman completed a two-year Parks and Recreation Program. Kathrine Nunn is currently working on obtaining her surveying license. Five employees have passed their CDL on the first try.
- ❖ 40 x 60 Event Tent has been used at six events since purchased.
- ❖ Remodeling of the restrooms at Mountain Meadow Recreation Center due to vandalism continues.
- ❖ ADA Compliance is ongoing at the Mountain Meadow Recreation Center and having an ADA playground and an ADA walking/jogging path.
- ❖ Trailhead Kiosk/Connector located at the north end of Mountain Meadow funded through an AZ State Parks and ADOT grant for two proposed connector trails tying MMRC and Woodland trails together.
- ❖ Woodland Lake must drain the lake in order to fix the irrigation gate on the dam. Working with Show Low Irrigation Company and cattail removal.
- ❖ ADA path realignment and reconstruction of the path around Woodland Lake Park is ongoing.
- ❖ Future projects for Woodland Lake Park are developing a wellsite, lake storage for irrigation and maintaining water level. Future development also includes destination for weddings, additional Ramadas to accommodate more than two hundred people and being able to hold special events.
- ❖ Relocation of Veterans Memorial that is currently located at the old Town Hall site and proposed relocation site at new Town Hall.
- ❖ Jack Barker Memorial Park is completed, and it turned out beautifully.

Mayor Irwin announced that It's Magic Landscaping will be donating a water feature to the Jack Barker Memorial Park. She said that this is a feature that they wanted all along but said that the Jack Barker Memorial Fund owes the Town money and said that they would not be spending any more money until the Town is paid in full. She said they will also be creating a butterfly section at the park that will honor children that have died before their time. This will be open to the community to purchase memorials for children. She announced that there would also be a section called the "Town Circle" and said that this will be for all past and present members of Town Council and past and present employees of the Town of Pinetop-Lakeside. There will be pavers at the cost of \$100.00 per paver and that can be personally engraved. There will be a fundraising golf tournament to help raise money to pay the Town back what is owed to them.

*3. Review and update of the Town Council completed goals.*

Town Manager Keith Johnson presented the following list of completed goals:

**Council:**

1. **Police Department building:** We have purchased a two-story metal building that will be added onto the PD building. More information on this will come to the Council at the meeting on February 13.
2. **Update the website** – add this to the next budget. Need a better mobile platform. **Presentation of the new website will be given to the Council at the February 21<sup>st</sup> Council meeting.** A new website was created in 2019 through Civic Plus but no one has been happy with the results. Annie DeRosier has created a new website and will showcase that to the Council on February 20<sup>th</sup>.
3. **Local Economic Development Committee:** **Economic Development strategy will be presented at the Council Budget Retreat on February 14.** Central to this is the creation of LEDC. **At this time, we haven't moved forward with this plan. I continue to work with the NACOG EDC, and we have identified several initiatives to work on and have placed them on their EDD Priority and Goal List. Paul Watson has an office at Town Hall now that he has retired in exchange for consulting services on Economic Development.**
4. **Art Events – Alliance**
5. **Business incubator:** **Tony and I met with Jeff Reynolds who purchased a local building that is currently empty, and his vision is to use this to create a**

business incubator. We will be scheduling a time in the next month or so to travel to Phoenix to see two business incubators. This location has been rented to Arizona Mountain Coffee. We have added the development of a Business Incubator to the NACOG EDC's new EDD Priority and Goal List.

6. **Create a local Vendor Festival – P-L Days:** This past August the Town held its first Pinetop-Lakeside Days and the next one will be held on August 17<sup>th</sup>. This event continues to expand and has been well received in the community.
7. **Develop Elk Ridge for summer and winter recreational activities:** Staff is currently working with the owner of this property. We expect to be able to make a presentation to the Council in March. This is in a holding pattern while we await final approval on the donation from the property owner.
8. **ATV Festival or Jamboree**
9. **Improve Talk of the Town – better info and more of a newsletter**
10. **Create Sonoran events and use the Marquee to welcome them:** Tony included a Welcome in Spanish this past Christmas season. Staff continues to include these greetings on the marquee. This includes Mexico's Constitution Day that was celebrated on February 5<sup>th</sup>.
11. **Joint meeting with the chamber and discuss concerns mentioned today.** Tony and Annie are working with the Chamber of Commerce to conduct a joint event during this summer's Hot Air Balloon Festival. This past summer the Chamber held Red, White Mountain and Blue Festival. These will be combined which will give visitors a full day of activities.
12. **Ad and Pro – use some of their funds to hire someone to help promote the town:** Tony is currently working on a plan to create a Tourism Department which will include hiring someone to help with Social Media campaign and open the Town Hall lobby as a Visitor Center. The Visitor Center has been widely well received and very successful. The Town hired Annie DeRosier and Susie Anderson. The Ad and Pro Committee has been disbanded and we are continuing to work on creating an Advisory Committee.
13. **Study annexation – increase revenue and study costs for services:** This will be discussed at February 14 Budget Retreat. The Town has delayed pursuing annexation until after the Census 2020 is completed. The unincorporated area on our south boundary has a very low population count, high number of paved roads and consequently not enough HURF to cover the cost of taking care of the roads.

14. **Waste/Recycling:** The Council approved moving forward with the creation of a Collection Center. Staff is working with National Bank of Arizona to secure funding to purchase a property, equipment and build improvements. The Collection Center has opened and has been well received by the community. We are looking at options on what can be done to increase revenue which will be presented to the Council at a Special Work Session on February 20<sup>th</sup> at 5:00.
15. **Trade School**
16. **Dog Park:** This will be included in the build out of MMRC
17. **WUI Building Codes:** Cody is working with a local committee that includes the Fire departments to address these codes. The CPAW process is still ongoing. Cody is working with Chief Jim Morgan on the next steps. More information will be coming to the Council soon.
18. **Enforce Town Codes**
19. **Traffic light on Woodland Lake Road and 260**
20. **Broadband:** This is an ongoing effort with Navajo County.
21. **Old Town Hall Property:** Demo of Town Hall and renovation of PD. The Public Works Department is making great headway and removing the debris from tearing down the old Town Hall. At our budget meeting in 2019 the Council expressed interest in creating a master plan for this property. With the remodel/expansion of the PD and the final work underway to clear the property we could apply to ADOH for a planning grant. Options to explore could be senior living, Community/Senior Center which would include removing the old Gym and moving the VFW Memorial to another location so that more space could be freed up.
22. **Mountain Meadow Complex and its buildout:** This was presented as part of the Implementation Plan. This is ongoing
23. **Bike friendly signage throughout town – 2018 and 2019.** This hasn't gained any ground yet. There is interest between us, Navajo County and Show Low to work together but other projects have demanded more time and attention.
24. **White Mountain Blvd Revitalize and clean up**
25. **Home Rule Election 2018:** Done This will be on the ballot again in 2022. We could opt to make it permanent at that time.
26. **Additional Field Officers for PD:** A great effort was made to get three new officers into the Police Academy. We still have one officer out with a medical issue. If annexation is successful, then additional officers will be added to the Force. The PD is still working to fill current vacant positions.

**27. Property Asset Management**

**28. Improve Traffic Control**

**29. Firewise Community:** See #17 above

**30. Improve means to promote Pinetop-Lakeside:** See #2, #6, #11 and #12 above.

**Business owners and Citizen Suggestions:**

1. **Work with BRSD to create a larger B-ball Winter Tournament.** I am not sure what we can do to help this grow larger?
2. **Continue to grow the number of businesses that decorate at Christmas and include BRSD.** We gave out 152 boxes of lights to 38 businesses. The Town left our lights up through January. Many businesses did the same. **This continues to be a successful program.**
3. **Community Center with indoor B-ball, etc. Master Plan Old Town Hall property and possibly reach out to a University for help with planning.** We can also apply for grants to help with this. We were put on a list of possible projects at a university but were not chosen.
4. **High Altitude Training:** Town staff continues to work with local organizers to bring this to Pinetop-Lakeside. The City of Show Low is exploring the creation of a destination training facility and the goal is to build a High-Altitude Training facility above 6900 feet. **This has been added to the EDD List too so that it can qualify for USDA funds.** The project may be on hold at this time. Staff has worked very closely with both buyer and seller and will stay in communication with them.
5. **Hold a Light Parade:** The Christmas Tree Lighting at Jack Barker Memorial Park has been well attended by the community. This year Tony was able to arrange for a balloon glow which added to the beautiful night.
6. **Bigger businesses, more jobs:** The creation of a Local Economic Development Committee will help to shape this by creating our own Economic Development Plan, identify incentives, develop website, brochures, etc.
7. **Indoor Golf**
8. **Find incentives to attract more businesses:** See #6 above
9. **Tidy Property, Facade Grants, and Landscaping:** Apply for grants and set aside money in the 2019 - 2020 budget to help seed this effort. **We will address this again in the 2020-2021 budget.**
10. **Town rep to market when we have snow, etc. update website and Facebook.** Staff is working to create a plan to move the Visitor Center to

Town Hall and hire someone to help run it and address the Social Media campaign. We have added Annie DeRosier to our staff, so we have even more capability to effectively monitor and market our community on both the Town and Visit Social Media outlets. The addition of the camera on top of Town Hall was instituted through a contact that Tony made with CBS Channel 5.

11. **Seek winter activities and business that is not dependent on Sunrise Ski Resort:** The annual Chili Cook-off in February replaced our Winter Festival. It has now expanded to include not only Chili but also judging cornbread and cobbler. Some of our winter marketing that is done online is
12. **Winter Santa Village – involve local businesses:** Santa’s White Mountain Adventure was supported and advertised by the Town. Annie shouldered a huge load this past December to have Santa Claus have a workshop here in Town Hall. The Council Chambers were transformed into a wonderful event
13. **Winter Dog Sled/Snowmobile activities:** Dog Sled races are coming back to Sunrise Ski Park on February 9<sup>th</sup>. A dog weight pull contest will be a part of the Winter Fest held here in town. Sunrise Ski Resort holds their own Winter Festival separate from ours. They have had Sled Dog races the past two years. We have worked very closely to help promote their events.
14. **Be more Business Friendly – Town Codes, customer website:** Cody has been working with the P&Z Commission to create more business-friendly codes. The Council has passed some of these already. The new website is already helping to make it easier for citizens and businesses to get their business licenses, etc. We are looking at our Development Impact Fees to see if it is time to eliminate them. This will be coming to the Council for a decision soon.
15. **Create our own Winter Park:** sledding, ice skating, winter village, Santa, carnival rides, carriage rides and Santa events. Town staff is working with the owner of Elk Ridge on this.
16. **Balloon Glow or Festival:** We held our first one in October and one is scheduled for June 28 through 29, 2019. The 2019 Hot Air Balloon Festival.
17. **Streetlights throughout the town:** This has been added to the EDD Priority and Goal List
18. “Arizona’s best kept secret”, “We’re Cooler than the Valley”
19. Christmas themed Town/example from Atlanta

20. **Cycling/Mountain Biking events:** The Town continues to support the Tour of the White Mountains. We are currently working with the Forest Service to approve a connector trail from Mountain Meadow Park to the trails in the Woodland Tract.
21. **Promote Quilting tourism:** Reach out to Pinetop Star Quilt Company.
22. **Mountain Meadow use:** October – Pumpkin Carvers Festival, Corn Maze, pumpkin garden
23. **Business recruitment and retention:** See #6 above
24. **Ice Rink:** We are stalled out on this until we get through all of the fixes that need to be done at Mountain Meadow Recreation Complex. It is also possible that this could be included at the High-Altitude Training Center. The challenge for ice rinks and training/tournaments is that they are expensive to build and there is not as much Return on Investment.
25. **Multisport complex**
26. **Weekly events:** Thankfully, many of the events that happen throughout the year are hosted by community organizations and non-profits. It takes quite a toll on our employees. We don't usually pay overtime for their weekend work. Instead, they use comp time for other day's off during the regular work week which leaves us shorthanded.

2018 – Black, created at January 2018 meeting

2019 – Red, updated for the February 14, 2019 meeting

2019 – Blue, only three items were highlighted

2020 – Green, update for this past year

### Town Council 2017 List of Priorities

#### 1) Town Hall: This is completed!

- a) Pursue the purchase of a local building: This was completed on December 29. Dr. Sullivan moved out in April. The first bid for renovation was reject by Council. The new bid with a reduced scope was posted again the first of May and will close on May 26. The new bids will be brought to the Council at the June 7 meeting. Town crews will begin working on the hallway where the dentist treatment rooms are located on May 14. They will make office entrances, reuse existing doors, a contractor will be used to repair the damage to the drywall in the treatment rooms, and carpeting will be placed in those rooms. The existing carpet in the hallway and reception area will be

cleaned. We will try to touch up the dark green paint in the hallways. Crossing our fingers to see if that will work and save some money.

- b) Determine the amount of space that the Admin staff and Court will need: Done
  - c) Council Chambers could double as a courtroom. Put a dais for Council at one end and bench for judge at another end? Question – if the JP court leaves then does the judge still need seating for a jury? **The town will not be pursuing this option.**
  - d) Press and public campaign to sell the idea of not reusing the old Town Hall due to Environmental issues.
  - e) Sell our 20 acre parcel. **Done**
  - f) Find revenue to pay for purchase and renovation. **Done**
  - g) Pursue construction of a new PD building. Work towards purchasing land next to future Town Hall: **Discovered that the price for the land is too expensive to consider at this time. The plan now is to demolish the current town hall and rebuild a court and PD at some point in the future.** The court has been relocated to the Pinetop Executive Center. Thanks again to the Town crews for all of their sweat equity.
  - i) Determine size and needs for PD including accommodating growth of department in the event we successfully annex in the future.
  - h) Annex Town Municipal Building – **after looking at this with Cody our parcel is not large enough to complete the process. We will need to ask one of our contiguous neighbors to join us in being annexed.**
  - i) **Technology/Broadband:** Navajo County has been awarded a grant to study the infrastructure and who owns what and where. NARDC is also working with a group that is applying for funding to bring a new fiber line to the area. They began pursuing a grant that didn't exist but believe they have found another source. This is still an ongoing process. **This is still an ongoing process.**
- 2) **Mountain Meadow Complex** – **After we had this planning meeting the plan changed to first pursue an Ice Skating Rink. Kimley Horn is designing this concept. We went to Flagstaff to see the synthetic rink at their Visitor Center. It was not a high-quality product, so we are continuing to look for one that has been open in a community for years. Simon Rizk from Best Western asked us to hold up while he checks for a private partnership to build a full-size rink.**

This is on hold until after the issues at MMRC are corrected. Once those are completed the Council will need to determine how to move forward; build another ballfield as has been previously proposed and approved or consider an ice rink. An ice rink is very expensive to run and maintain and that is why we began looking at synthetic ice.

- a) finish buildout of full-size ballfield using Public Works Staff
  - b) Continue to pursue advertising on ball field fences
  - c) Leasing concession during events
- 3) **White Mountain Blvd Revitalize and clean up.**
- a) Seek streetscape grants.
  - b) Review sign code and make changes.
- 4) **Home Rule – election in 2018.** This was not successful in prior years. Remy and Kevin will continue to work to prepare for this. It will need to be promoted within the community to help educate the voters on why it is necessary and clear up misconceptions that it is not an increase in sales tax rates. This will be on the ballot this November. **This is completed!**
- 5) **Additional Field Officers for PD:** Acting Chief Barnes is working to create a spread sheet of PD Salary plans from Navajo and Apache Counties. A new salary plan will be presented to the Council during the budget hearings. **We have added three officers and they are in the academy. Any additional officers will be added if the Town is successful in annexing the rest of Pinetop-Lakeside.**
- 6) **Property Asset Management – Vision of what to do with Town properties**
- 7) **Form a local Economic Development Committee:**
- a) **Develop Vision and Goals:** We will work to find grant opportunities to fund the creation of an Economic Development plan. In the meantime, we will work on forming a committee. I am looking into other communities and how they are they are tackling this. We are also working with Real AZ to create a county Strategic Plan.
  - b) **Make-up of the committee to include:** Council, Chamber of Commerce, Representative from Navajo County, local Business Owners, Town Staff. **Staff is working to create a strategy to move forward with the formation of a Local Economic Development Committee.**

**8) Improve Traffic Control**

**9) Firewise Community: A local committee is working to address our WUI Codes.**

a) Work with Pinetop Fire Department and Community Development Department to accomplish. The Woodland Hills subdivision just received their Firewise Community status. It will be presented to them at the next Council meeting on January 4. Continue working with Pinetop Fire to seek grants that will pay for thinning projects. An additional area that will be included in the next grant is Billy Creek. We have walked it to see how much it has changed since the last time they worked on that area. It needs some love. They will need to work out details like how to pull the logs out of the work area. It is not very accessible except by foot. A Forest Health Committee has been formed and meets again on January 30. **This committee is continuing with this process. Chief Morgan applied for a grant to help review and write the code.**

b) **Street maintenance and improvements:** Thanks to the TPT increase we will be able to continue to aggressively pursue the Five-Year plan that was started two years ago. The warm winter has allowed the Public Works crew to continue to crack seal and prepare for their next round of slurry sealing. This will take place after July 1. **Public Works continues to use this new revenue to repair and maintain the roads. It has been great to receive far fewer complaints about the roads in town.**

**10) Stabilize revenue with Property tax and offset with a reduction in sales tax**

a) **Future Annexation: Staff is working to present this to the Council at Budget Hearing on February 14.**

b) Finish election for Franchise agreements before pursuing annexation. Now that we have completed the election for the Franchise agreements, we can begin studying out the amount of revenue that we could expect from annexing areas in Lakeside and Pinetop. Once we get through the budget sessions, we will begin putting together this plan. **Franchise election was successful.**

c) **Improve means to promote Pinetop-Lakeside – target Tucson, Gallup and El Paso.** The Ad and Pro Committee has been adding more to their monthly advertising budget but haven't looked at Gallup or El Paso yet. I will ask

- them to discuss it at their retreat in February. The Ad and Pro committee have asked Council for an increase in next year's budget so that they can add new promotional activities. **The Ad and Pro Committee has been very careful to monitor their budget and to get the best bang for their buck.**
- d) **Acquisition of Woodland Lake Park and WLPT** – I believe everyone is up to date on the progress of this priority. **The appraisal has been reviewed by the Forest Service and it has been sent back to the commercial appraiser with the Forest Service reviewer's comments. We should receive the appraisal by February 22.**
  - e) **Dark Sky Ordinance:** This is on the to-do list for the P&Z. Cody is working to get it approved along with the other changes they are making to their codes. **Cody sent our codes to the Dark Sky organization to see if the codes meet their requirements. We are waiting to hear back from them.**
  - f) **Retain young people/Jobs:** I believe that we can work on this as we put our Econ. Dev. Plan together.
  - g) **Higher Education:** This one probably died with Bob Butler's efforts to work with NAU or another university to establish a campus in this area. **With the tightening of the financial screws it wasn't feasible.**
  - h) **Secure water rights in Woodland Lake. I have received a list of current shareholders and the Irrigation Company is putting together a list of delinquent shares that are available for purchase.**
  - i) **Onsite Town Attorney** – this would not be a full-time job but rather a contracted local attorney to serve as our Town Attorney. This would give staff more access and their attendance at our Council meetings. **This item had only Remy's vote for it. Maybe someday.**

**Mandatory Trash Service and Recycling** – it appeared that the consensus of the group is to put it out for bid and establish a new Town Ordinance for mandatory trash service. When we bring the ordinance for Mandatory Waste Hauling and the bid for a private company to provide the service, we will include a presentation from Public Works for a Town run service for your consideration. We would like to hold off on this until after we have gone through the process of an election for the Franchise Tax Agreements and then begin the discussion again with the Council as to when and how to implement this. **We have discovered through our**

research of this matter that without a Town owned utility that it will be nigh to impossible to pursue at this time. Our suggestion would be look at going out to bid in the future for proposals and have just one provider haul residential trash. It would reduce the amount of heavy truck traffic and could/should have a recycling component. Matt will probably bring some ideas to our special meeting in January. This is still a priority; we just need to finish some major projects and then get back to putting together a plan for this item. **The Town is moving forward with securing financing to purchase equipment, land and make improvements.**

### **Green: latest update**

#### *4. Council list of priorities for Fiscal year 2020/2021.*

Town Manager Johnson said the following items will be a focus of FY 2020/2021:

1. Police Department remodel and expansion – a metal building has been purchased and architectural drawings will be the next thing we work on.
2. Five-year pavement preservation will continue our town roads. When this cycle begins again, we will move from doing a slurry seal to chip sealing existing roads. At the same time, we have a few roads that need to be completely repaved. The Public Works Department has completed several already but there are a handful that are in desperate need to be rebuilt.
3. Mountain Meadow Recreation Complex improvements to include replacing and lowering the irrigation lines on the soccer fields, adding new field lights and finish lengthening the soccer fields so that we go from three short fields to two full size. Other improvements there will be additional parking including handicap spaces and building a new full-size softball field.
4. Waterline improvements on White Mountain Blvd. to support needed fire flows which will help to encourage new development.
5. CPAW (Community Planning Assistance for Wildfire) and Firewise community. Although these are two separate initiatives, they do go hand in hand.
6. Broadband – the Town has included this on their list of Economic Development District Projects, Goals and Priorities. We would like to work with our local providers to address infrastructure improvements that need to be made with the Town limits. The state created a \$2 million fund to help rural Arizona address these needs.

Vice Mayor Smith stated that he would still like to explore annexing areas of the county into the Town limit and purchasing additional water rights for Woodland Lake Park.

Councilmember Hastings said that she would like to see the property that the Town owns at the old Town Hall site and Police Department being developed so that it can bring revenue to the Town and said that she sees all types of possibilities. For example, a Senior Center or an Assisted Living Facility.

Town Manager Johnson said that this item is currently listed as one of the goals.

Director Patterson said that he has done some research regarding this and said one of the issues is the size of the land for a Senior Center. He said that he met with a company that does this type of thing and said that they were not interested because the property is not large enough to produce the amount of money needed to build these types of facilities. Although we do agree with you, and once the Police Department is set aside, we would be able to split the land out and at that point choose who to sell it to or what to build on the land. Currently the feasibility of building an assisted living facility or something similar, it is not large enough. The parking alone would take up a majority of the lot.

Mayor Irwin said that she has been approached by the citizens to have a community center or a recreation center in Town and said that there are all kinds of possibilities out there. She agreed with Director Patterson that this is a conversation that needs to be done after the Police Department is done.

Director Patterson said that the gym is really old and falling apart and a community center is a valid point and with the metal structures that we have looked at it might be feasible to sell that off as commercial to build a community center over at Mountain Meadow Recreation Center as it was originally designed to have. This might be a better option, because even with a community center at the old Town Hall site there would be the exact same problems with parking, detention pond, etc.

Town Manager Johnson said that through NACOG there is a feasibility study grant to apply for to see what can be done with that site. He said that the old gym really needs to be torn down and it would be a great site for a community center or a senior center.

Director Patterson said that the Town does lack the space to hold large indoor events, for example the Chili Cook-off, and a large indoor structure is needed for these types of events.

Councilmember Snitzer stated that the Nature Center just had a board meeting and said that their intention is to move out of the current Nature Center location and move into the building next door that they had purchased. This new space is almost twice as large as the current location.

Vice Mayor Smith said he would like to consider the Senior Center being run by the Town.

Town Manger Johnson said the operating costs of running the Senior Center and the employees being through the Town would all have to be considered.

Mayor Irwin asked what the advantage or benefit to the Town would be by taking over the Senior Center and said that she would anticipate that it would double the cost of the director.

Vice Mayor Smith said it would be like the library, including a lot of advantages to the public.

Councilmember Dahnk said that she thinks right now it is mis-named and could be considered the Pinetop-Lakeside Activity Center rather than the Senior Center and said that maybe this would attract more people.

Vice Mayor Smith agreed that a lot of people do not like the name Senior Center and said they do not want to think of themselves as seniors or old.

Mayor Irwin stated there are so many things that the Town is working on currently and to concentrate on and said that this would be a good five-year goal to pursue.

Councilmember Snitzer said that there are partnership opportunities with the Town, for example the Fab Lab at Blue Ridge, that can be developed, and service provided for businesses.

Councilmember Hastings said that after the 2020 Census she would like to see what the proportion of second homeowners' seniors are. She said she believes that most of the second homeowners are over fifty-five years of age.

Town Manger Johnson said that the evaluation of operating the Senior Center would fall on Finance Director Rodolph to evaluate. He said there will be an approach and plan on what to do with the old Town Hall site. He said he would like to see a community center that could include the senior center or activity center. He said paying for this would have to be figured out, along with how to operate a senior center so that it makes some money. Suggestions were meeting rooms that could be rented out to the public and charging fees for classes offered at the center so there would be revenue coming in.

Director Patterson said that there is still the size of the lot to consider for building something like this. He said after the Police Department is remodeled and added on to and parking space needed, there would be only two and a half acres left.

In response to Councilmember Dahnk, Director Patterson stated that none of the ideas suggested so far for the lot would fit. He said residential or commercial buildings that need very little parking would fit. He said it is not feasible to have a community center located there because there would not be enough parking available at the site.

Town Manager Johnson said that after the Police Department is finished and possibly the museum relocated and the gym removed, that would give an idea of what could be done with the site.

Director Patterson said that currently the Police Department does not have enough parking for their vehicles and once the correct size of parking is provided for the Police Department it will take up a majority of that lot.

Mayor Irwin stated that there is a lot on the plate for Town staff, with plans and projects, and that we ask a lot of them already and she suggested holding off on looking at the Senior Center until after the Police Department and Mountain Meadow is completed.

Town Manager Johnson said he would keep the senior center and/or community center on the future goals list.

Town Manager Johnson stated that he sent an email to the Springerville Forest Service regarding the rest of the Woodland Lake Park Tract to set up a meeting to talk about after the purchase of the 107 acres is completed, what area can the Town look at next. He said he was given a name of who to contact regarding this and be able to sit down and have a conversation.

Town Manager Johnson explained that Save Our Park has recommended to purchase next the Walnut Creek Riparian area from Woodland Lake Park to Big Springs. He said that the Town has expressed an interest in some land next to Mountain Meadow which will help to facilitate growth and access to the existing trail.

Vice Mayor Smith said that the high-altitude training facility that we have on our list, that Show Low also has this on their list.

Town Manager Johnson said a feasibility study is being done in Show Low and that this is not the same as ours because we are at a higher elevation than Show Low. He said that they are now in phase two of this study and it is a sports complex instead of a high-altitude training facility.

Mayor Irwin suggested removing the ice skating rink for the future goals list and feels that a consensus has been reached that at this time it is not something that the Town should focus on. She said that she likes an idea of a small bike park. She said she believes that it would not be a huge cost.

Director Patterson said that he has space available at Mountain Meadow to have a bike park and that he has the equipment to maintain a bike park.

Town Manager Johnson said that the local businesses have asked the Town to create more events and said that has been done with the Balloon Festival, Chili Cook-off and Pinetop-Lakeside Days.

Manager Alba said that Talk of the Town is now on a regular schedule and can probably be removed from the list.

Mayor Irwin agreed that Talk of the Town, recycling, Home Rule can be removed from the list along with removal of the Advertising and Promotion Committee.

Other items removed that have been completed are an ATV Festival, stabilizing revenue with property taxes, traffic control issues, firewise community, dark skies, in house attorney and mandatory trash service. Town Manager Johnson will combine and condense the two lists into one working list and will email the revised list to the Town Council.

5. Discussion regarding the direct election of Mayor from a two (2) year term to a four (4) year term.

Town Manger Johnson said that it has been suggested to extend the term of the Mayor from a two-year term to a four-year term and have this added to the August 4, 2020 election. It was the consensus of the Council to have Town Manager Johnson pursue this and receive the advice of the Town Attorney.

There being no further business at this time, the meeting was adjourned at approximately 4:45 p.m.

*Stephanie Irwin*  
Stephanie Irwin  
Mayor



ATTEST:

*Jill Akins*  
Jill Akins, CMC  
Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session meeting of the Town Council of Town of Pinetop-Lakeside, Arizona, held on the 13<sup>th</sup> day of February 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13<sup>th</sup> day of February 2020.

*Jill Akins*  
Jill Akins, CMC  
Town Clerk

