

**MINUTES OF THE REGULAR MEETING
OF THE HONORABLE TOWN COUNCIL
OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA,
HELD ON THURSDAY, OCTOBER 1, 2020
IN THE TOWN COUNCIL CHAMBERS LOCATED AT
325 W. WHITE MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929**

➤ **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
Carla Bowen	Council Member
Jim Snitzer	Council Member
Mazie Hastings	Council Member
Lynn Krigbaum	Council Member

The following Council Member was absent:

Kathy Dahnk	Council Member
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Also Present:

Keith Johnson	Town Manager
Kevin Rodolph	Finance Director
Jill Akins	Town Clerk
Dan Barnes	Police Chief
Cody Blake	Community Development Department
Matt Patterson	Public Works Director
Bridgette Blake	Library Manager
Tony Alba	Community Services Manager

➤ **Pledge of Allegiance and Invocation**

Mayor Irwin led the Pledge of Allegiance to the Flag.

Lynn Krigbaum 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.

Vice Mayor Smith moved for passage of the Consent Agenda. Councilmember 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 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 6-0 vote.

C.1 Approval of the Minutes of the Town Council Regular Meeting held on September 3, 2020.

By a unanimous vote under the Consent Agenda, Town Council approved the minutes of the Town Council Regular meeting held on September 3, 2020.

C.2 Consider approval of the Town Check Register for the period August 1 through 31, 2020.

Consider approval of the Town Check Register for the period August 1 through 31, 2020.

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 Mayor's Proclamation – October 2020 as Domestic Violence Awareness Month.

Mayor Irwin presented the Proclamation declaring October 2020 as Domestic Violence Awareness Month.

D.2 Presentation regarding Timber Mesa Fire and Medical District Bond Initiative.

Chief Byran Savage presented the Timber Mesa Fire & Medical District Bond presentation highlighting the following items:

- Bonds are investor loans made to the fire district. Bonds are used to purchase capital items and/or make capital improvements to facilities, such as building or renovating a fire station, or to purchase fire tracks.
- The bond question that the Fire Board has placed before the voters is derived from extensive strategic planning from our administration and recommendations from the citizens of the Fire District. Feasibility studies on call volume, response times, industry standards, and training needs have been a driving force behind many of the projects the bond encompasses. The other priority for the bond is the health and safety of our citizens and our firefighters.
- The bond will be used to develop training facilities, improve firefighter safety and security, renovate and bring the district facilities up to standards,

retire long-term lease purchase obligations and replace the fire apparatus as needed.

- The total bond, unanimously recommended by a citizen’s advisory committee to the Fire District Board is \$18,935,000.00.
- The average additional tax rate needed to fully fund the Timber Mesa Fire and Medical District bond is about \$0.33 cents per \$100 of secondary assessed valuation, or \$33.00 per year on a home assessed at \$100,00.00. For the average home in the Fire District, the estimated monthly cost is \$3.47.
- Timber Mesa has outperformed all financial projections since its creation. The District is recognized by the Government Financial Officers Association (GFOA) for excellence in financial reporting.
- Timber Mesa Fire & Medical District has never asked the citizens to vote for a bond.
- If the bond is not approved, many of the projects mentioned will not occur or will be financed, at a higher cost, through conventional financing methods.
- The bond will be on the Tuesday, November 3, 2020 ballot. Early voting for this measure may be requested starting Monday, August 3, 2020.

D.3 Consider accepting Resolution No. 20-1565 and accepting a grant with the Gila River Indian Community, Proposition 202, 2020 State Shared Revenue Program.

Police Chief Dan Barnes explained that the passage of Proposition 202 by the voters of Arizona in November 2002 set the stage for new gaming compacts between the State and the respective tribes. An important provision of Proposition 202 was the sharing of gaming revenues with the State. A portion of the revenue to be shared can be retained by a tribe and distributed itself. Specifically, Proposition 202 states:

“The Tribe shall make twelve percent (12%) of its total annual contribution under Section 12(B) in either or both of the following forms:

- (1) Distributions to cities, towns, or counties for government services that benefit the general public, including public safety, mitigation of the impacts of gaming, or promotion of commerce and economic development.
- (2) Deposits to the Commerce and Economic Development Commission Local Communities Fund established by A.R.S. Section 41-1505.12.”

The Gila River Indian Community has opted for option one above and therefore distributes these “12 percent” funds directly to cities, towns, or counties through our State Shared Revenue Grants Program. Since 2003 the Gila River Indian Community has contributed over 50 million dollars to Arizona communities through this revenue sharing program alone.

Chief Barnes said that the Pinetop-Lakeside Police Department has submitted a project for consideration to fund the purchase of ten (10) new mobile data computers that will be utilized in police operations.

Notification was received from the Gila River grant program administrator on 9/15/20, advising our 2020 grant project was being considered for approval. Prior to moving forward with a contract, the administrator advised they needed a council resolution, authorizing acceptance of the grant.

The Pinetop-Lakeside Police Department has submitted a project through the Gila River Indian Community, Proposition 202, 2020 State Shared Revenue Program to fund the purchase of ten (10) mobile data computers that will be utilized in police operations. The computers will allow field personnel to operate mobily and access our computer aided dispatching system (CAD), records management system (RMS), e-ticketing and ADOT collision reporting systems (TraCS) and various other programs.

Quantity	Description	Unit Price	Total
10	New Mobile Data Computer	\$4,000.00	\$40,000.00

Grant Funding	\$40,000.00
Stakeholder Contribution/Other Fund Sources	\$0.00
Town of Pinetop-Lakeside – In Kind Match	\$0.00
Town of Pinetop-Lakeside – Cash Match/Contributions	\$0.00

Revenue Fund: 24-6775

Chief Barnes stated that staff recommends to adopt and approve Resolution No. 20-1565 authorizing the Town of Pinetop-Lakeside to enter into contract with the Gila River Indian Community, Proposition 202, 2020 State Shared Revenue Program; authorizing the Chief of Police as agent and/or his designee, for the Town of Pinetop-Lakeside, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instrument in connection with such grant.

Vice Mayor Smith moved to adopt and approve Resolution No. 20-1565, authorizing the Town of Pinetop-Lakeside to enter into contract with the Gila River Indian Community, Proposition 202, 2020 State Shared Revenue Program; authorizing the Chief of Police as agent and/or his designee, for the Town of Pinetop-Lakeside, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instrument in connection with such grant. Councilmember 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 Bowen		
Council Member Snitzer		
Council Member Hastings		
Council Member Krigbaum		

Mayor Irwin then declared that Resolution No. 20-1565 approved, passed and adopted with a 6-0 vote.

**D.4 Consider Appointment of Bridgette Blake as the Library Manager
for the Town of Pinetop-Lakeside.**

Town Manager Johnson explained that Bridgette Blake started her career with the Town of Pinetop-Lakeside as an unpaid intern with the Public Works Department while she was finishing her degree. She was hired in March 2018 as the Special Projects Coordinator. Her job responsibilities grew, and the position later incorporated Human Resources and Benefits. This position worked under Public Works and the Finance Department.

Town Manager Johnson stated that staff recommends the approval of Bridgette Blake as the Library Manager for the Town of Pinetop-Lakeside and is requesting a salary of \$47,840.00. The salary for this position is \$47,840. The salary range for this position is \$39,318.19 to \$58,976.77.

Councilmember Bowen moved to approve the appointment of Bridgette Blake as the Library Manager for the Town of Pinetop-Lakeside. Vice Mayor Smith seconded the motion and by show of hands the following vote was recorded:

AYES

ABSTAIN

NAYS

Mayor Irwin
Vice Mayor Smith
Council Member Bowen
Council Member Snitzer
Council Member Hastings
Council Member Krigbaum

Mayor Irwin then declared that Bridgette Blake approved as the Library Manager for the Town of Pinetop-Lakeside approved with a 6-0 vote.

D.5 Consider accepting Resolution No. 20-1566 and approving the Lease/Purchase Agreement with Wells Fargo Financial Leasing, Inc. pertaining to equipment for the Public Works Parks Division in the amount not to exceed \$50,837.00.

Public Works Director Matt Patterson explained that the Parks staff is currently utilizing machinery that is over thirty years old with attachments having various mechanical issues. Due to the age of the equipment, replacement parts can no longer be purchased, and the continual breakdowns impede staff from completing daily maintenance of the parks. He said that the proposed ProGator purchase includes a top dresser and a verticutter attachment that allows staff to fertilize, verticut, and maintain turf and other areas of the parks. Additionally, the ProGator includes a dump bed which will allow for transportation of materials, as well as turf tires, and a tight turning radius which will allow for less damage and increased capabilities caring for turf. This new machine will also increase efficiency and eliminate costly and time-consuming breakdowns.

Director Patterson said that the Arizona Department of Administration Procurement awarded contract ADSPO18-202498 on May 8, 2018 which provides for Landscape & Utility Vehicles, Trailers & Equipment through May 8, 2023. Per the Town of Pinetop-Lakeside Purchasing and Cash Handling Policies and Procedures adopted by Resolution No. 18-1476 on October 4, 2018, State contracts may be used for purchases of goods and services if approved by the Town Council. Utilizing the State contract allows the Town to receive a quote and avoid the extended and costly bid process.

The lease/purchase agreement for your consideration includes the following documents:

1. Exhibit A – Wells Fargo Financial Leasing, Inc. documents

2. Exhibit B – John Deere Quote Summary
3. Exhibit C – Arizona Department of Administration Procurement Contract Information

Director Patterson stated that staff recommends that Mayor and Council approve a resolution for the lease/purchase agreement with Wells Fargo Financial Leasing, Inc. and authorize the execution and delivery thereof. Council adopted the Fiscal Year 2021 Budget on August 6, 2020 which includes two line items for the proposed John Deer ProGator and ProGator Sprayer. The monthly payments will be paid over sixty (60) months and affect Fiscal Years 2021-2026.

Finance Director Rodolph explained that Public Works Director Patterson was able to find a piece of new equipment from ADOT for \$500.00 instead of paying \$5,900.00 for the same piece of equipment. He stated that the new lease payment schedule is \$47,585.00.

Director Rodolph said that the FY 20/21 Budget included a total of \$16,000.00 for this purchase of equipment and accessories. He said the lease purchase is for sixty (60) months and only \$7,930.00 will be spent out of this year's budget, which is less than the amount budgeted.

Vice Mayor Smith moved to adopt and approve Resolution No. 20-1566, approving the form of the Lease/Purchase Agreement with Wells Fargo Financial Leasing, Inc. and authorize the execution and delivery thereof by Kevin Rodolph, Finance Director. Councilmember 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 Bowen		
Council Member Snitzer		
Council Member Hastings		
Council Member Krigbaum		

Mayor Irwin then declared that Resolution No. 20-1566 approved, passed and adopted with a 6-0 vote.

D.6 Consider accepting Resolution No. 20-1567 and adopting the revision of Section 808 – Military Leave of the Employee Handbook. Also consider the implementation of a Military Leave Policy.

Finance Director Rodolph said that the Town has had difficulty recruiting qualified candidates for key positions, such as police officers, due to various circumstances. While the Town's current Employee Manual does include considerations for Military Leave, this revised policy affords increased incentive for active military personnel and will provide additional benefits for working for the Town as opposed to other local agencies. The Town would like to be known for generous support of military personnel and employees and feel this policy will set our organization apart. The Town also recognizes the vital role military personnel provide to our county and the positive effect military training affords employees.

Finance Director Rodolph explained that Section 808 – Military Leave will be modified to include the creation of a detailed Military Leave Policy. The Policy will create Military Leave Training Pay which grants 30 days of pay for military training over two fiscal years. Additionally, it creates a Military Leave Differential Pay which will make a military employee whole while on deployment.

Finance Director Rodolph said that the current Town Employee Manual contains a military leave section, it does not afford any type of compensation for military training or differential pay. The Town would like to be known by the Employer Support of Guards and Reserve (ESGR) as a supportive organization of military personnel. This designation should also assist with recruitment for key positions. Military personnel would receive thirty days of regular pay for training that is applicable to their personal and professional development. Additionally, while deployed the employee would be paid the difference between their military pay rate and their Town rate. If the military rate is higher than their Town rate, no differential pay would be paid. The impact of this will depend on the rates and will vary from employee to employee.

Director Rodolph stated that staff recommends approval of the amendment of Section 808 – Military Leave to the Employee Manual which implements the creation of Military Leave Training Pay of thirty days maximum within a two-year time period, and the creation of Military Leave Differential Pay which makes an employee whole during a military deployment.

Councilmember Bowen moved to adopt Resolution No. 20-1567, accepting the amendment of Section 808 – Military Leave to the Employee Manual

implementing Military Training Pay and Military Differential Pay. Vice Mayor Smith seconded the motion and by show of hands the following vote was recorded:

AYES

ABSTAIN

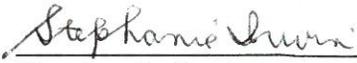
NAYS

- Mayor Irwin
- Vice Mayor Smith
- Council Member Bowen
- Council Member Snitzer
- Council Member Hastings
- Council Member Krigbaum

Mayor Irwin then declared that Resolution No. 20-1567 approved, passed and adopted with a 6-0 vote.

D. Adjournment

There being no further business at this time, the meeting was adjourned at approximately 6:56 p.m.



 Stephanie Irwin
 Mayor

ATTEST:



 Jill Akins, CMC
 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 1st day of October 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 1st day of October 2020



 Jill Akins, CMC
 Town Clerk

