

Springerville Town Council
Special Meeting Minutes
March 31, 2020
5:30 p.m.

Council Present: Phil Hanson, Jr., Mayor
Robert MacKenzie, Vice Mayor
Ruben Llamas, Councilmember
Shelly Reidhead, Councilmember

Council Absent: Richard Davis, Councilmember

Staff: Joseph Jarvis, Town Manager
Kelsi Miller, Town Clerk
Heidi Wink, Finance Director
Tim Rasmussen, PW Director/ Community Development
Mike Nuttall, Chief of Police
Robert Pena Jr. Assistant Fire Chief / Foreman
Robert Pena III. Battalion Chief

Public: None

Mayor Hanson called the meeting to order at 5:30 p.m. with the Town Clerk completing a roll call, a quorum is present.

1. Old Business: None

2. FY 2020-2021 CIP BUDGET WORKSESSION: Manager Jarvis informed the Council we will be focusing on our Capital Improvement Plan for this coming year budget in Water, Wastewater, HURF, Airport, and the General Fund. Staff is seeking direction from council if they support an individual project or not. If council supports a project staff is seeking direction on how they would like to pay for that project.

GENERAL FUND: The CIP projects for the General Fund include a new administration vehicle (\$22,4400), a fire department command vehicle (\$35,000), SCBA packs for the fire department (\$20,000), and new body cameras for the police officers (\$6,825). Manager Jarvis and Assistant Chief Pena explained that the fire department has applied for a grant for SCBA packs. If the fire department receives the grant, they may have to provide 10% as a grant match, we will utilize the requested \$20,000 for that. If we are not awarded the grant the town will use that amount to purchase 2 SCBA packs and four bottles, they cost roughly \$10,000 each set. Mayor Hanson asked when the last time we purchased new SCBA packs and what is their life span. Assistant Chief Pena informed council we purchased them 16 years ago, and the life span is typically 15 years. Councilor Llamas asked why we haven't been purchasing a couple packs a year to avoid having to purchase a bunch at one time. Battalion Chief Pena informed him they are no longer producing the same SCBA packs, they would be incompatible with necessary accessories if they purchased only a couple each year. When asked what the options are with the old equipment the Chiefs informed council they can auction them, train with them, or donate them. Mayor Hanson asked if we have money coming from Apache County that could be used to purchase SCBA packs. Manager Jarvis let him know we have multiple requests in to try to get to help with funding, but have not heard anything back. If we happen to receive SCBA funding else where we will purchase other equipment for the fire department. Vice Mayor McKenzie asked if we can buy fire equipment with a CDBG grant and Manager Jarvis explained that is what we are asking for. COVID-19 has caused some delays in the Town hearing back on grants. Manager Jarvis informed the council that the body cameras our police officers are currently using are at the end of their life. We would like to upgrade them before they are unusable. The updated cameras

would be the same company as the old cameras, this way they are compatible with the existing recording system. Mayor Hanson asked Chief Nuttall if he researched looking for a grant for these. Chief Nuttall informed him he had looked, and there was not one available. For the amount of \$6,825 the police department would be able to replace 8 cameras. Councilor Llamas informed council he recently reviewed footage from one of our officers' cameras at a trial and it was poor quality. He asked if the new cameras will be shoulder mounted, Chief let him know they would be on the chest not the shoulder. Manager Jarvis informed them we have not included costs for the new Public Safety building on our CIP. He is waiting for a scope of work on the layouts to review with the council before we can budget amounts. Councilor Llamas asked what type of vehicle the fire department is looking for? They informed him a command vehicle. Councilor Reidhead asked if we can purchase used vehicles? Manager Jarvis said that is an option if that is how they would like to proceed. The council discussed the vehicle replacement program. Councilors asked the Finance Director Heidi Wink if she supports the proposed General Fund CIP. She said yes, she supports the proposed, adding there is currently \$3.5 million in the General Fund, fund balance. Manager Jarvis once more explained the amount we need to have in our fund balance to comply with our financial policy. They would like to wait until fiscal year 2021/2022 to replace the administration vehicle. They would like to proceed with the proposed amounts in the General Fund CIP for a fire command vehicle, the SCBA packs, and the police department body cameras.

HURF: First item on the CIP for HURF is Tori Circle Road, estimated to cost \$724,000. Manager Jarvis let council know we want to start with roads that have newer water and sewer lines done. We do not want to pave a road then a short time after have to take portions of it up to replace lines. He said if they do not want to finance any of these projects, they will have to consider pulling from the fund balance. Currently HURF has \$1,098,900 the operating cost is between \$400,000 and \$500,000 a year. Tim reminded them that because we did not have at least a 30% plan or a formal CIP the Town was unable to secure a roads grant for \$400,000 less than a year ago. With having this formal CIP, we have more opportunities when state HURF grants become available. Councilor Llamas would like to make sure that once we replace the water and sewer lines the Town moves quickly on those roads. Councilor Reidhead wants to know if it would be feasible to install curbing and sidewalks while replacing these roads. Although everyone agrees it would beautify our Town to do so, financially it is not feasible right now the Manager said. Council agrees they want our money and efforts to go into roads right now, when the Town is in a better place financially, we can look into adding sidewalks in different neighborhoods. After discussion of the roads that need redone first council is in agreeance they would like to move the Sheldon Ave/Hualapai Street to be done in fiscal year 2020/2021, estimate to cost about \$386,770. Staff is directed to pursue USDA loan options for the bigger projects such as Tori Circle and report back to council with the options.

AIRPORT: Manager Jarvis let Mayor and council know that the airport manager Sean is listening in telephonically, and available for any questions they have for him. The airport currently has a cash amount of \$694,000. This is only due to receiving the litigation money he pointed out. The airport has however paid off the loan to the General Fund. The annual operating expenses for the airport are approximately \$382,000 while the annual revenues for the airport are about \$250,000. This means on a regular basis the General Fund is subsidizing the airport. With the current dollar amount in that fund minus the operating costs the airport expectedly will have a cash balance of \$312,000. An option for council to consider is utilizing some of that cash balance for these projects. The projects on the airport CIP include ADOT Airport surface treatment program estimated at \$60,000, this is a grant match for runway 3/21 overlay. The second project is to repaint the airport pavement markings estimated at \$25,000. The third project is to seal and paint the terminal parking lot estimated at \$5,000. The fourth project is Engineering and design of runway 3/21 phase v rehabilitation estimated at \$6,370 this is a match with FAA/ADOT. The last item is replacing the south hangars gate with a Ideal MFG Tilt-A-Wat hydraulic lift gate estimated at \$35,000. Councilor Reidhead asked the Finance Director Heidi if she is comfortable with the amount he is asking for. Heidi let the council know that many of these projects are required by FAA and ADOT. Manager Jarvis informed council that of all the projects the airport is asking to do, the gate is more of a want rather than a need. Councilor

Llamas asked if this gate is necessary since the airport already has a gate on the north side. Manager Jarvis informed them we have private hangers in this section of the airport therefore there are benefits to separating the accesses. Assistant Fire Chief Pena pointed out that the second gate is difficult for emergency access the way it is right now. Councilor Reidhead and Llamas would like the airport to look into purchasing cameras for the airport as well. The council supports all proposed CIP's for the airport for FY 2020/2021.

WATER: Manager Jarvis started by letting the council know we have an updated CIP for water created by Painted Sky Engineering. The first item on the requested water CIP is an equipment trailer in the amount of \$6,000 from the water fund, this item is an estimated total cost of about \$12,000. Water would pay half and wastewater would pay for half. This trailer would be used for the Mini Excavator. Manager Jarvis informed the council their current trailer is not adequate. Councilor Llamas said he has seen the piece of equipment on a trailer before, what is the issue with the trailer we are using? Tim said that the trailer they are using is the backhoe trailer; it is not necessarily safe for loading and unloading the Mini Excavator. The trailer Public Works is looking at is a tilt trailer for loading and unloading, it is lower to the ground, and would not require shuffling the backhoe off its trailer when they need to move the mini excavator. The next item is well meters estimated to cost \$20,300. Manager Jarvis explained these are necessary tools to understanding where water is going throughout our system to better manage problem areas. The third item is the East side booster station controls estimated cost to replace is \$10,000, we would plan on doing this in FY 21/22. The fourth item is the cost for our wells to be inspected, we estimate this to cost \$7,700 annually. The fifth item is well rehabilitation in the amount of \$200,000. This means that while annually inspecting the wells if we find things needing repaired that we have money budgeted to fix them. The town is not obligated to spend the budgeted \$200,000, but we will be prepared if we need it. The fifth item is water line replacement, estimated to cost \$177,480. Public Works director Tim explained the two sections that have been identified as having the oldest line are between Papago and Pima on both sides of Main Street. Based on the consensus that the Town replace the road in 2020/2021 in the Sheldon/Hualapai area that is where they would start replacing the lines. As the town works through the roads CIP from year to year that is where the water lines will be replaced. The last item is water conservation kits estimated to cost \$6,280. These kits would be distributed to our customers to use on their showers or toilet tanks to reduce waste of water. The fund balance of water is currently around \$904,750 the annual operating costs is about \$380,000 without capital expenses. Due to this estimated calculation, that leaves \$524,750 in fund balance that exceeds the yearly expenses. Councilor Reidhead asked what the cost would be to do the two sections that Tim had mentioned. Tim informed her the estimated cost is \$887,000, that is why we will have to do some each year until those areas are done. Manager Jarvis said one option rather than paying as we go for water projects is pursuing funding with WIFA. Heidi reminded them that in some events WIFA does give forgivable principal. Vice-Mayor MacKenzie pointed out that WIFA has always been good to us, he is in support of WIFA loans, Mayor Hanson agreed. Council would like to proceed with all items as listed on the water CIP with funding possibilities out of general fund and securing a WIFA loan.

Wastewater: Manager Jarvis started by saying our wastewater fund is being treated as if it has no cash balance. This is because wastewater has borrowed from the water fund. The only to fund the wastewater projects is to wait until that fund is able to save money, or to go to WIFA and ask for a wastewater loan. The first project on this CIP is flow meters estimated to cost \$10,000. Flow meters are an important tool in order for Public Works to be able to see where there is water loss between homes and the sewer plant. This item can also be used to detect if there is a hole in a sewer line. The next item is our annual sewer line replacement estimating \$81,502 annually for projects that coincide with the water and roads CIP's such as Sheldon Ave/Hualapai Street. The last project is manhole replacements annually estimated at \$40,7000. Manager Jarvis asked Tim if have a cost estimate to replace sewer lines and manholes in the older sections of town from Papago to Pima on both sides of Main Street. Tim said the engineers gave a total estimate for those sections of \$410,000 for sewer lines and \$205,000 for manholes. Mayor Hanson asked what the issue with our current manholes is. Tim said many are old concrete and rock manholes. These could be a major contributor to loss of

sewer. Not only can manholes be an area of loss of sewer but can be an area of too much water coming into our system during monsoon and irrigation season. Tim also pointed out another factor to the cost of these items is they involve ADEQ permits and the costs associated with them. He said the only existing meter for sewer we have is at the wastewater treatment plant, this meter is also roughly 20 years old. Council is in agreeance they would like to proceed with the discussed wastewater CIP with the option of financing through WIFA.

3. RESOLUTION 2020-R008: Discussion and possible action regarding adopting Resolution 2020-R008, authorizing the Town Manager to apply for the Clean Water and Drinking Water State Revolving Funds financial assistance from WIFA.

Robert MacKenzie/ Shelly Reidhead motion to adopt Resolution 2020-R008, authorizing the Town Manager to apply for the Clean Water and Drinking Water State Revolving Funds financial assistance from WIFA.

Discussion: Manager Jarvis explained this is the resolution required to apply for financial assistance from WIFA not to exceed the amount of \$1,424,988. This amount would cover all of the five year Capital Improvement Plans included in the report from Painted Sky Engineer excluding the expansion projects in the airport. If council chooses to want to proceed with WIFA funding staff will complete a full application and if approved the town could receive funding as early as FY 2020/2021. Vice Mayor MacKenzie asked if they have already passed this resolution and Manager Jarvis let him know this is a new Resolution with a different dollar amount, as a new resolution is needed for each application that is sent in. Heidi let them know that we are also in the middle of a rate study; there is a possibility of a rate increase in water/sewer.

Vote:	Ayes:	Phil Hanson
		Robert MacKenzie
		Ruben Llamas
		Shelly Reidhead

5. Springerville Police Department:

- a. Discussion and possible action regarding postponing discussion of combining Springerville & Eagar Police Departments until the logistics can be analyzed.
- b. Discussion and possible action regarding directing staff to analyze the logistics for the Police Departments and present staff's recommendation.

Police Chief Nuttall addressed the council. He stated they all recently met and there are some big blocks in combining. He wants the council to understand that if they combine it will cost some money due to different systems, creating rules and regulations, etc. He would rather for the time being operate with them under an MOU. He thinks a good place to start would be jointly applying for grants together, instead of competing against each other for grants that would provide equipment that they both need and could share. Manager Jarvis agreed that combing Police Departments is very complex. He stated neither Eagar Police Chief or Springerville Police Chief were uncomfortable with the councils jumping into this without the logistics. Manager Jarvis also let them know we advertised for a feasibility study to combine the police departments with no bids submitted. This could partially be from a short time limit and partially be due to the current COVID-19 pandemic. He also thinks that with more time the Police Chiefs with support from their staff will be able to complete an analysis. Councilor Llamas said he still isn't seeing the two towns work together, especially during the current situation. He is still not supportive of the Police or Fire merging. Councilor Reidhead asked if we had received a response from Eagar.

Action: All council is in agreeance in giving direction to staff to postpone discussion of combining Springerville and Eagar Police Departments until the logistics can be analyzed. All council is in favor or tabling and postponing directing staff to analyze the logistics for the Police Departments at this time. They will be more comfortable moving forward when the Town of Eagar has hired a Police Chief, a Town Manager, and after the pandemic.

6. Springerville Fire Department:

- a. Discussion and possible action regarding IFA to be presented for combining Fire Departments.
- b. Discussion and possible action to consider hosting a combined council meeting to present an IGA to combine Fire Departments and appoint council members to serve on the board.

Discussion: None

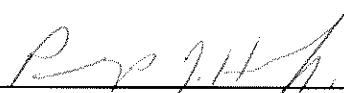
Action: Council would like to table these items.

4. Adjournment:

Robert MacKenzie/ Shelly Reidhead motion to adjourn the meeting at 7:04 p.m.

Vote: Ayes: Phil Hanson

Robert MacKenzie
Ruben Llamas
Shelly Reidhead



Phil Hanson, Jr., Mayor

ATTEST:



Kelsi Miller, Town Clerk

I hereby certify that the foregoing is a true and copy of the minutes of the Springerville Town Council in a special meeting on Tuesday, March 31, 2020. I further certify that the meeting was duly called and a quorum was present.

Dated this 6th day of April, 2020



Kelsi Miller, Town Clerk