

Springerville Town Council
Regular Meeting Minutes
May 20, 2020
6:00 p.m.

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

Staff: Joseph Jarvis, Town Manager
Kelsi Miller, Town Clerk
Robert Pena Jr. Assistant Fire Chief / PW Foreman
Robert Pena III. Battalion Chief
James Kempt, Sergeant

Public: Donald Scott, John Huerta, Kay Dyson, Becki Christianson, Amber Shephard, Reyna Kempt

Mayor Hanson called the meeting to order at 6:00 p.m. with the Town Clerk completing a roll call, a quorum is present. John Huerta led the pledge of allegiance.

1. Public Participation:

Beck Christianson the Director of the Springerville Eagar Chamber of Commerce addressed the Council and public. She wanted to propose the idea of working with the Town to be able to keep the Town owned restrooms on the North/West end of town on HWY 60/191 open on the weekends. She would like to help find a site steward to stay at the RV spaces there, she feels this will alleviate the concern of vandals. This person could potentially act as an agent to rent the RV spaces, clean and stock the restrooms, and upkeep the dog park located there on weekends. Staff was directed to see the feasibility of the idea.

Kay Dyson introduced herself on behalf of the Round Valley Coalition for Family Values, the hosting agency for the Round Valley Community Day of Service. This past Saturday they hosted their event and it was very successful. She thanked the Town for their cooperation and Amber with the newspaper. Last year's event they adopted 3 homes, this year they were able to adopt 7. There were 12 volunteers. She stated Town employee Shane Phillips showed up and made all the difference in the world. He hauled away all the trash. She would like to express her deepest gratitude for all Shane and Tim are doing for the community. She likes the idea of hosting 1 project a month instead of doing 7 in one day annually. She said we can make this town a place people want to live. She thanked all the volunteers.

Terry Shove addressed the Council and public. She started by thanking Kay Dyson and the RVCFV for a successful cleanup day and the mentioned the large amount of trash that was cleaned up. She said the Boys and Girls Club is open, but she is here to talk on behalf of the FLCR regarding a grant. They are working on a grant that can help our community. The purpose of this grant is to purchase a USDA approved mobile slaughter unit to take to the local ranches to slaughter beef then bring the carcasses back to a cut and wrap facility. This will allow ranchers to sell local beef, the nearest USDA approved slaughter facility is over 200 miles away. Because the distance to the nearest slaughter house is so far many ranchers send cattle to feed lots, the beef does not stay local. With keeping beef here, the rancher will come out in a better position as will the local consumers. There are over 32 thousand cattle in Apache County. The slaughter unit will be mobile and can be used in neighboring counties and in New Mexico. It will also enable beef producers to ship processed meat from here. This is an opportunity to change the economy in our area and create jobs. The grant is due in the

next 24 hours so Terry has requested anyone with comments to share as soon as possible. Councilor Reidhead shared her support and her involvement in the grant as well.

2. COUNCIL, MANAGER, AND STAFF REPORT:

Vice Mayor Mackenzie reported he had an emergency Blue Hills meeting. Their CAT went down and they needed to replace it.

Councilor Reidhead just wanted to point out what a great job Shane Phillips is doing. She said he has great mannerisms for the duties he is doing.

Councilor Llamas also expressed his appreciation for Shane Phillips for a job well done. He spoke on some of the State calls he has been on with the Governor phasing into opening AZ back up. He reported that the State of AZ will be receiving funds from the CARES act and many of the meetings have been on how to properly distribute those funds and how they will help medium to small businesses. He displayed the "Springerville Spotlight" and asked staff for information on it. Manager Jarvis explained that this is the quarterly news mailings the Town is sending out. Councilor Llamas likes that we are doing this, especially for the individuals who are not regularly attending Town Council meetings to stay informed. Mayor Hanson said it's a great way to promote events. Councilor Llamas asked if we have looked into letting businesses advertise in the Spot Light for a fee. Manager Jarvis said that currently the Town is not interested in selling advertisements. There is a group in Town that he is active with called the calendar committee. They are looking into putting one together as well as a website to help promote locals so that locals buy locally. The website will be savecents.biz. Manager Jarvis said right now the cost for the Spot Light mailings cost about \$1,000.00 per quarter, it is distributed between the department's that publish information in the Spot Light. Don Scott asked if he may address the council. Mayor Hanson granted permission. Don reported that at the post office he saw a pile of the Spot Lights in the trash. Mayor Hanson thanked him for the information.

Mayor Hanson reported he is still attending weekly calls with State officials as well. There is talk of a second round of stimulus funds.

Manager Jarvis started by asking Mayor and Council if they have any questions regarding the staff reports provided in their binders. The second item was he invite John Huerta to the podium to introduce himself. John is a summer intern with the Town. John explained he is a recent graduate with his master's in public administration from Tucson AZ, he looks forward to working with the Town. The third item is Police Chief Nuttall has announced his retirement effective July 17, 2020. Manager Jarvis has signed the documents to have Sergeant Kempt as the interim Chief of Police. Staff will soon begin the process of recruiting for the next Chief. Once the application process is completed Manager Jarvis will come back to the Council for appointment of the new Police Chief. Next he showed the Council a plaque presented to the Town for the continues support of the Big Top Carnival held annually. WMRMC also extended a thank you to the Town for a letter of support we wrote for them in support of a grant they are applying for. He let council know that we had our free dump day this past Saturday, thanks to Blue Hills this was a successful event. He thanked Public Works for doing over a week of branch cleanup around Town. The citizens put the branches out on the street, and we were able to dispose of those. NACOG has put together a very important document, The NACOG Comprehensive Economic Development Strategy. If Council is interested in reading this document, please come do so. Having this document will help strengthen our grant applications as well as serve as a guide for staff to pursue grant funding. Manager Jarvis let council know he is active with the group the Foundation for Little Colorado Revitalization. They are working on a revolving loan fund. They are hoping to bring in both new businesses as well as help existing businesses to utilize this very low interest loan. They will hold another meeting at the end of June. Lastly, he reported that as of right now the Sprucedale Ranch horse run parade is still scheduled to take place on June 6, 2020. Mayor Hanson asked Manager Jarvis for an update on the Voight blending well station. Manager Jarvis let Council know the project has successfully been completed. Amber with the WMI

did an article on the project in the newspaper as well. He thanked the Council, ADEQ, and WIFA for making this project happen. WIFA paid for 98% of this project. We have tested the water and will have results in about 3 weeks. Mayor Hanson also thanked Council for making this project happen.

3. Consent Items:

- a. Consider approval of the minutes of the April 15, 2020 Town Council Regular meeting
- b. Consider ratification and approval of accounts payable register from 4/08/20 -5/11/2020.
- c. Resolution 2020-R010 appointment of CFO Designation to Finance Director Heidi Wink.

Robert MacKenzie/ Shelly Reidhead motion to approve consent items 3a, 3b, and 3c as presented.

Discussion: None

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

Old Business:

4. COVID-19: Discussion, update, and possible action in response to the COVID-19 situation.

Discussion: Mayor Hanson said the restaurants are beginning to look like normal again. Councilor Llamas said he hopes people take their own precautions and practice good hygiene. Councilor Reidhead asked if we know how COVID-19 has affected our tax revenues. Manager Jarvis said we do not have those numbers yet. We anticipate a relatively normal city sales tax but a decrease in state revenue. Because of this we will plan to have a tentative budget this year then pass an actual adopted budget. This gives us time to adjust the effects of COVID-19 on funding. The League is giving us estimates as they can.

5. PROCLAMATION: Discussion and possible action proclaiming the end of the declaration of emergency in response to COVID-19.

Robert MacKenzie/ Ruben Llamas motion to approve the Proclamation as presented to revoke the Springerville declaration of emergency.

Discussion: Manager Jarvis said we will resume operations right away at Town Hall, the Police Station, and the Airport. He will handle opening the Senior Center and the Heritage Center on a situational modified version. He will sit down with Susan and Sharon to see the safest way to open these. Ruben asked if the Town will supply the PPE for employees. Manager Jarvis said yes, if they decide staff needs certain PPE then they will make sure to have plenty on hand prior.

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

6. PUBLIC SAFETY BUILDING AT 225 EAST MAIN ST.:

- a. Review cost estimates for layouts C and D provided by BWS. Possible action to choose layout to move forward with.

Discussion: Manager Jarvis said he wanted them to review the layouts and cost estimates provided by BWS. The Council preferred layouts C and D so those are the two we had cost estimates completed on. The estimated dollar amount for layout C is \$1.3 Million and for layout D the estimate is \$1.4 million. Those amounts exceed our financial capabilities currently. With these amounts staff believes they can probably erect a metal structure for less. Manager Jarvis feels if we implement these projects tomorrow, we would be able to find some cost savings areas. Staff is asking if Council has a preference between the layouts. We then can see how to implement and where we can save money on it. Vice-Mayor MacKenzie asked if layout D includes the cost of the land that would need to be acquired to implement. Manager Jarvis said it does not include the land cost. BWS also let the Town know that based on the size of the apparatus they would have to make a 3 to 5-point turn to get into the bays presented in layout D. Because of the complexity and size the Fire Department is advocating for layout C even though it does not have a pull through bay.

Richard Davis/ Ruben Llamas motion to choose layout C for the building located at 225 E. Main St.

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

b. Discussion and possible action to authorize the Town Manager to work with USDA to prepare a loan application for renovations for layout chosen.

Discussion: Manager Jarvis explained we do not have the funds to complete the chosen layout at this time. However, if they are interested in looking into a USDA loan for the construction, we can do that. It is not a guarantee that we will get a loan from them, but we can see if it's an option. USDA is very specific with their process if we go that route as far as designs and engineering. We do not want to start anything until we know if we will pursue a USDA loan so that we can make sure to use their engineers if we go with them.

Robert MacKenzie/ Richard Davis motion to authorize the Town Manager to work with USDA to prepare a loan application for renovations at 225 East Main St. for layout C.

Additional Discussion: Mayor Hanson pointed out that we are looking at another loan. Manager Jarvis said yes, the costs are much higher than anticipated, but lower than the previous estimates. This gives flexibility to discuss multiple options. Vice Mayor MacKenzie is very interested to see what USDA can offer us. Councilor Reidhead asked if we have checked into grant options. Manager Jarvis let her know we have reached out to our local representative with USDA, they have confirmed that there are grants we can go for. Staff wanted to make sure council was comfortable before we investigated options for applying for those grants.

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

c. Discussion and possible action to authorize Town Manager to spend up to \$60,000 from 01-105-5067 to upgrade office space at 225 E Main St.

Discussion: Manager Jarvis invited the Battalion Chief to the podium. He pointed out that Council had budgeted \$100,000 in fiscal year 19/20 for remodeling of the building. At this point there is still over \$70,000 not spent. Based on the revenues the town has received this fiscal year, staff feels comfortable spending a portion of it on the building. What staff proposed was up to \$60,000 for renovations, staff has since done an analysis by contacting specific contractors for estimates. BC Pena said with the help of public works they have contacted contractors in each field such as HVAC, plumbing, electrical etcetera. Based on that analysis they believe they can have a usable front office for around \$40,000.00. This will be phase 1. If there is money after phase 1 then the town will look at starting phase 2. Phase 2 will be upgrades to the bay area. Multiple fire associations have suggested creating a space for detoxification after fires (shower space and turnout washer) to decrease the chances of cancer. Councilor Reidhead asked for clarification on where the \$60,000.00 would come from. In addition to moving the admin out of 23 S. Papago they could begin moving some of the equipment. This will help us to prepare that property to sell. Staff will have that conversation at a later date. Councilor Reidhead wanted to know if we have an update on merging of the Fire Departments. Manager Jarvis said not as of this time, we are planning on that being an agenda item in June. Councilor Llamas asked if we knew what we would specifically be using the money on. Manager Jarvis let him know we would be putting in walls, replacing carpet and tile, painting, blinds, and HVAC for heating. At this time, they would be making the spaces usable, but doing things in a manner that they won't need to be replaced in the future. Councilor Reidhead asked if we have done research on if a traffic light will be needed. Manager Jarvis let her know that based off BWS analysis one will not be needed. The plan would be to put in flashing lights to indicate when a Fire Engine is entering the street, this will be effective and cost saving. Mayor Hanson also pointed out the Fire Engines will be coming off of Papago onto Main Street, not directly onto Main Street. Councilor Llamas asked who will be doing the work. BC Pena said most of the work will be by contractors, some of the simpler stuff will be by public works. Councilor Reidhead would like the contractors to be licensed.

Robert MacKenzie/ Ruben Llamas motion to authorize the Town Manager to spend up to \$40,000 from 01-105-5067 to upgrade office space at 225 E. Main St.

Discussion:

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

7. QUILT SHOW DONATION: Discussion and direction regarding the donation from Council at the February meeting for the Quilt Show that has since been canceled.

Discussion: Mayor Hanson said he was in Quilters Heaven recently and the ladies down there asked what they should do with the donated money. He said the quilt shop is supplying locals with face masks and he recommends we let them keep the donation to continue making masks or to go towards next year's event.

Direction: Council directs Quilters Heaven to keep the donation to go towards continues operations and helping the community with mask needs.

8. APPOINTMENT OF FIRE CHIEF: Discussion and possible action regarding the appointment of the Fire Chief and authorization of Town Manager to execute the contract.

Robert MacKenzie/ Ruben Llamas motion to appoint Robert J. Pena Jr. to the position of Fire Chief, effective July 1, 2020 and authorize Town Manager to execute the contract with Mr. Pena.

Discussion: Councilor Reidhead asked how long the contract will be for? Manager Jarvis wanted to make a few comments on this topic. Regardless if the fire departments investigate combining or not, we need a Fire Chief. This position is unique because the Fire Chief is not an employee, they are paid as a contractor. Its hard to put out an RFP for that, Manager Jarvis feels this is a great option for the Town. He is well qualified; he has been the assistant Chief for 29 years. The contract would be renewed annually. Manager Jarvis has not supplied the Council with a copy of the contract because it is being reviewed by the professionals at Employers Council. This is due to the complexity of having a full-time employee also working as a contract employee. The Town wants to make sure we do it correctly. Negotiations between Mr. Pena and the Town have been concluded. After asking about the details of the contract Council is comfortable with Manager Jarvis executing the contract without it coming back to Council.

Vote:	Ayes:	Phil Hanson Robert MacKenzie Ruben Llamas Shelly Reidhead Richard Davis
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9. RESOLUTION 2020-R009: Discussion and possible action regarding adopting resolution 2020-R009, regarding adopting the Town of Springerville Background Check Policy.

Richard Davis/ Shelly Reidhead motion to adopt resolution 2020-R009, adopting the Town of Springerville Background Check Policy.

Discussion: Manager Jarvis let Council know that staff wanted a formalized process for completing background checks for new hires. We have a company through our insurance to have these done at \$20.00 a background check. Staff feels this is a cost-effective way to complete background checks. This will not apply to Police Department new hires or community services employees. Council is glad we are formalizing certain things such as this. Councilor Reidhead asked if this is a change, we need to make in our Employee Policy Manual? Manager Jarvis let her know that the Town is currently reviewing multiple areas of the policy manual that need updated. Staff hopes to bring those proposed changes to Council to review and possibly adopt in FY 20/21.

Vote:	Ayes:	Phil Hanson Robert MacKenzie Ruben Llamas Shelly Reidhead Richard Davis
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10. RESOLUTION 2020-R011: Discussion and possible action regarding adopting resolution 2020-R011, regarding adopting the "Notice of Intention" to increase water and wastewater rates.

Discussion: Manager Jarvis explained this is only adopting the Notice of Intent. This is not adopting the rate changes. We must formally adopt this notice by Arizona State Law. Mr. Jackson with Willdan will come in at another time to present Exhibit B "Rate Analysis and Financial Forecast". Councilor Reidhead asked if we send out another Springerville Spotlight if we could consider advertising the public hearing on that.

Vote:	Ayes:	Phil Hanson Robert MacKenzie Ruben Llamas Shelly Reidhead Richard Davis
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Action: Council did not make a motion on item prior to voting. Item failed.

11. AIRPORT RULES AND REGULATIONS: Discussion and possible action regarding possibly adopting revised airport rules and regulations.

Shelly Reidhead/ Robert MacKenzie motion to approve changes to the Springerville Airport Rules and Regulations as presented.

Discussion: Sean is updating minor items in the Springerville Airport Rules and Regulations. When this was originally written Model Airplanes were much more popular and flying drones was not. Since, drones have become popular and need to be included in these regulations. He has also updated some grammatical errors he has found.


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

Adjournment:

Robert MacKenzie/ Ruben Llamas motion to adjourn the meeting at 7:23 p.m.


Discussion: None

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



Phil Hanson, Jr., Mayor

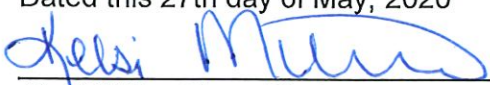
ATTEST:



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 regular meeting on Wednesday, May 20, 2020. I further certify that the meeting was duly called and a quorum was present.

Dated this 27th day of May, 2020



Kelsi Miller, Town Clerk