

Springerville Town Council  
Work session minutes  
May 1, 2019  
6:00 p.m.

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

Mayor Hanson called the work session to order at 6:00 p.m. with a quorum present.

Public participation: None

4. Council, Manager and Staff Updates:

Manager Jarvis reported on the use of the Becker Building parking lot for a garage sale to support the Round Valley Cares. He advised that staff would take care of processing the request.

He briefed the council on how staff processes contracts i.e. IGA's MOU's grants. He explained they are reviewed by our Legal Counsel and himself and if the total value of the document is less than \$30,000 or less than for a period of 48 months, then he would sign the contract without taking it to the Council. If the document is controversial or requires Council action, it will be presented to the Town Council.

He advised the Council the Town would be receiving \$80,204 from our Arizona Municipal Risk Retention Pool, the Town's liability insurance. The funds will come in after July 1<sup>st</sup>.

The fire department will be burning the old Dairy Cream and the building next to it on May 11<sup>th</sup>. The asbestos and lead had previously been removed and the owner will remove debris;

The town received a request from the Chamber of Commerce asking Manager Jarvis to write a letter on behalf of the Town to try to get a potential RV Repair Service and Supply business to open here. There will be a Round Valley Community Day of Service on June 8<sup>th</sup>, the police cadet has resigned for personal reasons, so he and Chief Nuttall will discuss how to proceed.

Manager Jarvis noted that he and Mayor Hanson attended a community event at which a list of needed items were presented with which to make hygiene kits including donations of money and food to help fill the food banks. He mentioned that next week is Municipal Clerk's Week.

5. Team Building. Manager Jarvis had a little team building between the council members so everyone could get to know a little about each other.

6. Open Meeting Law Presentation: Manager Jarvis had a short Power Point presentation training regarding Open Meeting Laws. He went through each step of the Power Point including how many councilmembers is a quorum, and the agenda noting an item cannot be discussed if it's not on the agenda. He mentioned the specific locations where the agenda is posted, also remarking it has to be posted 24 hours in advance unless it's an emergency. He explained that if the public brings up an item not listed they just need to listen and give direction to the manager for a future agenda. Under public participation, the public has a right to attend and record but do not have a right to speak or disrupt a meeting. He advised the council that any item on the agenda can be removed from the table for more discussion, placed on a future agenda or removed altogether. In executive session, motions cannot be made until after they return to the regular meeting. If there are no motions, but need staff to follow through, then clear direction must be given to staff. He also reminded the council that anything discussed in executive session cannot be discussed when they come out.

7. Council-Manager Form of Government Training. Manager Jarvis provided highlights of a Council-Manager form of Government. Breaking it down, he explained that the staff will bring to

the council opportunities to consider and make decisions that are outside of policies and the authority granted to staff through the Town Code and Arizona Revised Statutes.

The Council works with a professionally trained manager or administrator to develop policy decisions which the manager does not set or make, however is responsible for making policy recommendations to the council and to carry out the council decisions. He reminded them if they are not comfortable making decisions, they should direct staff to get more information and data and bring it back at another meeting. He further explained that the manager has the responsibility as Chief Executive Office and also hiring and firing personnel. Everyone agreed that this was pretty cut and dry.

#### 8. Public Safety Building, 225 E. Main Street.

Manager Jarvis said he's completed researching previous minutes regarding the purchase of the Public Safety building at 225 E. Main Street, and in talking with USDA, the only use for the Becker building is for public safety. He informed the council that even after the 30-year loan is satisfied, it still has to remain a public safety building due to the grant and the loan appropriated by the Town from USDA. He explained contingency money had been set aside and approved for the purpose of improvements of the building in this FY 2018-2019 budget, however the council felt there needed to be more discussion on how to better use that funds.

Manager Jarvis also reminded the council that staff had been directed to research the creation of a Fire District. He said he anticipates laying out a plan to present to the council within the next few months on how to present the creation of a fire district to the citizens for the 2020 ballot. He talked about an interest from potential buyers regarding the sale of the current fire department property and use of that money for improvement of the Becker building. Manager Jarvis told the council that Mr. Harper has asked for recognition of his donation to the Town. He explained that we purchased the building for \$400,000 but it was appraised at a higher number at the completion of the purchase. Mr. Harper accepted the agreed upon purchase price but has requested that the Town recognize his donation to the Town. We were advised to write a generic letter. Manager Jarvis said staff would write the letter and present it to the council for approval at a future meeting. Mr. Harper has said there is property north of the public safety building that he would sell if the town is interested. He noted that staff would be requesting just under a \$100,000 to hire an architect. The plan would be created this next year and plans to move forward the year after.

#### 9. Plan for next work session.

Manager Jarvis told the council they would be holding work session regarding the budget, the fire district and strategic plans, economic development, capital improvement, personnel management and code enforcement.

Manager Jarvis suggested bringing in a consultant to allow us to have a free-flowing conversation as the focus of everyone attention. He gave the council options to hold the strategic plan work sessions. He suggested a couple of days starting at 4:30 with a goal to be done in the evening. He said he would reach out to them when he has dates.

#### 10. Adjournment:

Robert MacKenzie/Richard Davis motion to adjourn the work session at 7:05 p.m.

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Phil Hanson, Jr. Mayor

ATTEST:

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Town Clerk

I hereby certify that the foregoing is a true and correct copy of the minutes of the Springerville Town council in a work session on Wednesday, May 1, 2015. I further certify that the meeting was duly called and a quorum was present.

Dated this 13<sup>th</sup> day of May, 2019

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Town Clerk