

**MINUTES OF TOWN COUNCIL WORK SESSION & REGULAR MEETING
TOWN OF SNOWFLAKE
HELD 07/23/2013**

WORK SESSION

PRESENT: Mayor Kelly Willis, Vice Mayor Jason Whiting, Bev Kay, Tom Poscharsky, Stuart Hensley, Lynn Johnson, Kerry Ballard **STAFF:** Paul Watson, Rob Emmett, Terry Cooper, Curtis Winder, Melo King, Barbara Flake

21. Discussion of the Town of Snowflake Water System Infrastructure and Energy Management Master Plan. (Rob Emmett)

Emmett introduced the project team: Ken Knickerbocker, Melo King. A power point presentation included the following:

- Project purpose
- Water source
- What a computerized hydraulic model is
- Existing water system with junction points
- Population and land use with estimated population growth--.05% per year
- Population and land use impact to the water system
- Performance Criteria—Operational requirements
- Performance Criteria—Reliability on maximum day and maximum day plus fire flow demand
- Maximum day—Supply at all 4 wells
- Operating storage
- Proposed interconnections
- APS Rate Plan
- Capital Improvement recommendations and revenues

Acquiring an additional well from Catalyst was discussed. Emmett said Council should look at other options to collect revenues, such as, impact fees and development fees. He said the golf course needs to be removed from Well #4 and have its own well. Willis asked about the feasibility of using the effluent water. Emmett and Winder stated that the cost of providing the effluent to the golf course would be \$3 million and a new well would be \$50,000 to \$60,000. Emmett explained that Snowflake is not in the same position of limited water as other communities like the City of Payson that need to use their effluent water. Johnson asked about buying more than one well from Catalyst. Watson said sensitivity is needed because with the marketing effort for the site, there is a hesitancy to give away the water. Watson said this project is a planning process so growth can be addressed quickly. He said the challenge is to take a look at the golf course and see what can be done with the recommendation to get the golf course off potable water. Emmett said Council should look at impact fees or another option would be to raise connect fees. Kay said it might be good to add a small fee while the town is not growing.

ADJOURNED at 6:58 p.m.

PUBLIC HEARING

31. OPEN PUBLIC HEARING—Final Budget FY 2013-14

Motion by Ballard, 2nd by Willis, to open the Public Hearing. Motion Passed; unanimous

No Comments

32. CLOSE PUBLIC HEARING

Motion by Poscharsky, 2nd by Kay, to close the Public Hearing. Motion passed; unanimous

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

Mayor Kelly Willis, Vice Mayor Jason Whiting, Bev Kay, Tom Poscharsky, Stuart Hensley, Lynn Johnson, Kerry Ballard STAFF: Paul Watson, Chief Jerry Van Winkle, Chief Pat Hancock, Rob Emmett, Terry Cooper, Curtis Winder, Barbara Flake

2. PRAYER/PLEDGE Johnson/Poscharsky

3. MAYOR'S PROCLAMATIONS & ANNOUNCEMENTS

Recognize Reserve Police Officer Chase Carlson

Recognize Completion of NAVIT Fire Science Program by Jeremy Gardner and Blythe Hancock

Recognize Service on the Fire Department Review Committee by John Sherman

Chief Van Winkle presented Chase Carlson a Certificate of Achievement for graduating from the Police Academy.

Van Winkle recognized Raynae Whipple Roberts for working for the Police Department for the past 13 ½ years. Roberts resigned and is moving to Tucson. Van Winkle thanked her for her service and said she “really made a difference”.

Chief Hancock presented Jeremy Gardner and Blythe Hancock with a Certificate of Completion of the Fire 1 & 2 Program. He also presented Blythe Hancock with a Certificate of Proficiency in Fire Service.

Hancock recognized John Sherman for his service on the Fire Department Review Committee.

4. CALL TO PUBLIC

No Comments

5. CONSENT AGENDA

4-6A. Approve Town Council meeting minutes dated June 25, 2013.

Motion by Ballard, 2nd by Whiting, to approve the Consent Agenda. Motion passed; unanimous

6. DISCUSSION/ACTION ITEMS

11A. Presentation by Silver Creek Senior Citizens Center. (Paul Watson)
Cindy Schreiber, Chairman of the Senior Center Board, and Keith Baldwin, Account for the Senior Center presented the following:

- Currently serving 29 people on 7-day delivery of meals
- Always looking for drivers—invited Council to participate
- Receive overflow from Shepherd's Kitchen for the thrift store and food donations
- Food costs and employee costs are the biggest costs
- Ask for donations from participants in the program offering transportation to the doctor and grocery store
- Senior center van is approaching 100,000 miles
- Received donations for the maintenance of the van except for a new windshield
- Senior Center van covers a 6 mile radius from the Center
- Receive funding from NACOG and from both communities
- Food for meals is purchased locally as much as possible
- Serve 75 to 100 meals daily
- Payment can not be demanded from any person over 60 years of age according to NACOG
- Suggested meal donation is \$4 or what person can afford—charge \$4.50 to those under 60 years of age

B. Presentation by Snowflake-Taylor Chamber of Commerce. (Charlotte Hatch)
Charlotte Hatch, Chamber Director, and Joanne Guderian, Chamber Board President, presented the following:

- Council invited to attend Chamber meetings held the 4th Wednesday of each month
- Appreciate the relationship with the town and also the support received from the Town
- If the Chamber did not exist the Town would be inundated with phone calls and inquiries
- Chamber has made cuts but will come in the future with a request for additional funds to staff the historical homes and museum

Willis asked the Chamber to bring a line item budget when they come back with a funds request.

Hatch said a large number of applications for the car show and arts and crafts fair held during Pioneer Days have been received. Arlene Flake said to be sure to let people know there is no charge for the historical home tours.

C. Presentation by Tourism Committee. (Paul Watson)
Bob Moffit presented a power point showing what is being done in tourism and marketing in the area. Joanne Guderian said Carmen Shumway of Taylor was instrumental in receiving a grant for \$5,000 to be used for the walking tours.

Motion by Willis, 2nd by Whiting, to move Item 6F before Item 6D. Motion passed; unanimous

31F. Consideration and possible approval of Request for Funding by Snowflake Academy Foundation. (Cathie McDowell)
McDowell said CDBG monies from what was allotted to the Town and County have been received to complete 2 projects at the Academy Building. She said she wrote a grant to receive monies for architect fees from the State Library. She said the bids for the projects came back too high so they went back out to bid under the guidance of NACOG; but, the bids still came back high. McDowell said Navajo County is committing \$34,000 of CDBG funds for the ramp and exterior stairway project portion and the bid came in at \$68,919. She said the CDBG funding committed by the Mayor and Council is \$145,593, after administration costs are factored out, to be used for the fire sprinkler and interior stair renovation and the bid came in at \$170,771. Combined overage is \$59,398. She said the Academy Foundation had previously committed \$30,000 to cover any overage costs. She said additional funds need to be found to be able to move forward or CDBG monies will have to be given back. She said the Academy Foundation is asking the Mayor and Council to show their commitment to the project by sharing the excess cost of completing this phase of the renovation. She said the amount needed is \$30,000.

McDowell said the board is raising money. She said David Flake wrote a book about the Academy Building that will bring interest in the building. She said they do a quilt sale. She said they have raised about \$100,000 in donations over the last 8 years as well as received grant monies and no one is paid for their efforts. She said this is the centennial year of the Academy Building and it is at the center of the Pioneer Days Celebration. She said if more money comes in they won't need to ask for as much from the Town. Willis said the question is not wanting to give the CDBG money back. Poscharsky asked what amount is being asked for from the town. McDowell said it would be \$15,000 from the Town and possibly \$15,000 from the County. Kay asked if the project can be put back out to bid. McDowell said the part being funded by the CDBG funds committed by the Town could be put back out to bid but the part of the project being funded by the CDBG funds committed by the County can not because there is not enough time. Cris Chugg, Board President, said fundraisers last year brought in \$3,500 and it is anticipated that more will be brought in this year.

Watson said he absolutely supports the Academy Building but his concern is adopting a final budget and then approving \$30,000 contingency funds out of a budget that was just adopted. He advised moving quickly to see if the County can share in the cost because it would be easier to commit \$15,000 than \$30,000. He said it is too early to know if there will be funding during this year. Willis asked if it would be feasible to commit up to \$15,000 minus monies received during the celebration and the County doing the other \$15,000. McDowell said the Town owns the building and the foundation has not asked for budget monies in the past but have done the renovations on their own and with grant monies. Kay said CDBG funds have been used several times and she wanted to know what the total amount of money is. McDowell said \$200,000 previously minus administrative costs and then this current amount. Watson said there are restrictions on

how CDBG monies can be used. McDowell said to do roads with CDBG funds specific low income criteria would have to be met. Kay suggested that a small tax could be voted on so that the people could pay for the renovation and then funds would not be taken from the Town that would help in other areas. Johnson said to look at all the expenditures that the Town does not make money on. He said if proposing to make the building the library, the Town is never going to make money on it. He said if looking for return then the best return would be the pool. He said we are losing money in parks and recreation. He said if going to use the Academy Building as a library then press forward putting the money into it to make it a great facility. Willis said the Town does not have \$30,000 but could come up with \$15,000 and he does not want to lose the CDBG monies.

Motion by Willis, 2nd by Poscharsky, to split the cost of the overage up to \$30,000 with other entities minus what is received in donation over the next week. Motion passed; Willis, Whiting, Poscharsky, Hensley, Johnson, Ballard—for and Kay—against

12D. Consideration and possible approval of Resolution No. 13-09 Adopting the Final Budget for the Town of Snowflake for FY 2013-14. (Brian Richards)
Watson said the Final Budget has not changed from the Tentative Budget. Johnson stated what is being generated versus spending in each department. He thinks there is a need to look at generating more revenue with parks and recreation. Watson said those kinds of things can be looked at in the future. Kay said the towns with fields bring in tournaments that make money. Johnson said there is value in tourism and the value of programs provided is definitely a draw. He said Show Low and Payson have employees that do only events and they are high quality drawing a lot of people to the area. He said to increase entry fees if the quality of programs is consistent with raising the fees. He said to do an exploration of events.

Motion by Willis, 2nd by Kay, to approve Resolution No. 13-09

23E. Consideration and possible approval of Audit Proposal from Hinton Burdick FY2012-13. (Brian Richards)
Watson said the Town went out to bid last year and engaged this firm. He said the fee received this year shows a nominal increase. He said Brian Richards is recommending approval.

Motion by Poscharsky, 2nd by Ballard, to approve the audit proposal from Hinton Burdick and direct staff to sign the engagement letter. Motion passed; unanimous

33G. Consideration and possible approval of Appointment to Fire Department Review Committee. (Pat Hancock)
Hancock said that in discussion with Terril Kay, Chairman of the Fire Department Review Committee, it was proposed to appoint Bob Flake to the committee.

Motion by Ballard, 2nd by Whiting, to approve the appointment of Bob Flake to serve on the Fire Department Review Committee. Motion passed; unanimous

7. TOWN MANAGER'S REPORT

Watson announced that Brittney Camacho resigned as Front Office Assistant but is not leaving the area. He said she has worked for the Town for 5 ½ years and did an excellent job dealing with the public. He expressed gratitude to her for her service. He said Lindsay Lyman has filled that position.

Watson said that the Town's team in the "Calf Dressing" event last year at the Pioneer Days Rodeo has been asked to participate again this year. Lynn Johnson, Stuart Hensley, and Karah Flake will make up this year's team. The golf carts for Council to ride in the parade will be at the Town Yard at 8:30 a.m. Also, the candy will be on the carts.

Poscharsky asked Council to volunteer at the car show as judges. He said the Mayor is needed to present the Mayor's Trophy.

Watson said staff is participating in "Raising a Barn" activities. He said a department will be picked and all available employees and Council will assist that department from 7:00 a.m. to 11:00 a.m. with a lunch to follow. Staff and Council met at the Public Works Yard where tasks were assigned and completed. The activity ended with a lunch served at the Town Yard.

8. COUNCIL MEMBER'S SUMMARY OF CURRENT EVENTS

Whiting announced that the Youth Football & Cheer League Opening Day was awarded to Snowflake. He said it would be held August 17th and will bring people to town. He said to support the event at the High School field and practice field.

Kay said the Chamber Fundraiser Steak Dinner and Auction will be held August 9th.

9. ADJOURNMENT at 8:58 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the Town of Snowflake Council meeting held July 23, 2013. I further certify that the meeting was duly called and quorum was present.

Barbara Flake, Town Clerk