

**MINUTES OF TOWN COUNCIL MEETING  
TOWN OF SNOWFLAKE  
HELD 09/10/2013**

**1. CALL TO ORDER/ROLL CALL** at 7:00 p.m.

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

**2. PRAYER/PLEDGE** Ballard/Whiting

**3. MAYOR'S PROCLAMATIONS & ANNOUNCEMENTS** None

**4. CALL TO PUBLIC**

Mark Kyser, resident of Snowflake Heights, requested that Snowflake Heights Blvd be maintained in some fashion. He said information provided by the Public Works Department for improving the road showed costs that residents feel they cannot pay. He suggested grading and cutting bar ditches. He said the Town should do the maintenance for safety reasons allowing fire trucks and emergency vehicles access. Mayor Willis said he would talk with the Town Manager about placing this item on a future agenda for open discussion.

**5. CONSENT AGENDA**

- A. Approval of Invoice from CMI Engineering dated 08/14/2013.
- B. Approval of Invoice from Brown & Brown Law Offices, P.C. dated 08/15/2013.
- C. Approval of Invoice from Robert M. Hall, P.C. dated 1/2013 thru 3/2013.
- D. Approval of Council meeting minutes dated 08/13/2013.

*Motion by Ballard, second by Whiting, to approve Consent Agenda. Motion passed; unanimous*

**6. DISCUSSION/ACTION ITEMS**

A. Consideration & Possible Approval of Contract with G&G Specialty Construction for Renovation at Academy Building. (Cathie McDowell)

McDowell explained the costs of the renovation and the sources of funds to complete the projects:

- Town CDBG funds--\$145,492
  - Portion of Sprinkler system
- County funds allotted to Snowflake--\$34,800
- Additional County funds allotted to Snowflake--\$20,000
- Total County funds--\$54,800
  - ADA Ramp/Exterior Stairs--\$23,480 (work by County)
  - Portion of Sprinkler system--\$14,538 (work by G & G)
  - Interior Stairs--\$10,741 (work by G & G)
  - Alternate Projects (if funds available)—Entry Doors, Rain Gutters

McDowell said the County Facilities crew will build the ramp and renovate the exterior stairs which will save about \$10,000 which will then be directed back into the project. She said the County is directing extra funding from another project toward the Academy. She said Sylvia Allen was instrumental in helping put this together and along with Jimmy Jayne and Mary Springer worked with the County Facilities Department to make it possible. McDowell said G & G is the low bid and the company has worked on the Academy Building in the past. She said the Town's Public Works Department will be doing most of the digging and pipe installation for the connect to Town water for the Fire Sprinkler System.

McDowell said that the Town does not need to put more money into the renovation at this time. She suggested placing a plaque on the ramp thanking the County for making the work possible. Mayor Willis thanked McDowell for her dedication and for soliciting these funds. McDowell gave credit to Mary Springer saying that Springer loves the Academy Building.

***Motion by Willis, 2<sup>nd</sup> by Poscharsky, to approve contract with G & G Specialty Contractors for renovation work at the Academy Building. Motion passed; unanimous***

B. Consideration & Possible Approval of Professional Services Agreement with Tetra Tech, Inc. for Design of Water Storage Tank. (Rob Emmett)

Emmett said a Water system Infrastructure and Energy Management Master Plan was completed and capital improvement recommendations were developed that will improve the water system's operational and reliability performance. He said to evaluate performance a computerized hydraulic model was developed to replicate the Town's existing water system. He said using the performance criteria for peak hour storage and operating storage it was determined that insufficient storage exists that serves the Well #4 service area. He said the master plan recommended that a minimum of 300,000 gallons of storage be added at the Well #4 site. He said staff asked Tetra Tech to submit a proposal for this project and a scope of work was submitted. He said staff recommends approval of a professional services agreement with Tetra Tech.

Willis asked if this was put out for bids. Emmett said that for this type of work it is not required. In response to Willis asking where the money is coming from, Emmett said funds are coming from the WIFA Loan. Watson said \$700,000 was added with the refinance.

***Motion by Ballard, 2<sup>nd</sup> by Poscharsky, to approve the professional services agreement with Tetra Tech, Inc. for design and construction services of the 300,000 gallon at Well No. 4 in the amount not to exceed \$15,752. Motion passed; unanimous***

C. Consideration & Possible Approval of Professional Services Agreement with Tetra Tech, Inc. for Design & Construction of West 7<sup>th</sup> Street South 12-Inch Waterline. (Rob Emmett)

Emmett said using the same performance criteria mentioned above it was determined that insufficient water production exists in the Well #4 service area. He said the master plan

recommended the elimination of Well #4 diversion for golf course watering and the installation of a 12-inch water line in West 7<sup>th</sup> Street South from Centennial Road to West of Jake Flake Crossing. He said this water line will allow water to be fed to the Well #4 tanks during off-hours and supplement flows during peak demands. He said staff asked Tetra Tech to submit a proposal for this project and a scope of work was submitted. He said staff recommends approval of a professional services agreement with Tetra Tech.

Poscharsky asked if this water line will still be necessary if or when the golf course gets a well. Emmett said that the master plan required another well and storage tank so this water line is still necessary. He said staff is looking at well sites to possibly acquire that the paper mill owned. He said it is programmed in the 5<sup>th</sup> year of the Capital Improvements Plan. Ballard asked if the project would require tearing up the road. He also wanted to know if there will be funds to make the road better than a chip seal. Emmett said staff is placing the water line outside of the pavement on the South side of the road. He said a project with federal funds will be used to reconstruct 7<sup>th</sup> South East of Centennial West to Jake Flake Crossing. He said connections will be made on the line to allow development to tie into this system.

***Motion by Poscharsky, 2<sup>nd</sup> by Kay, to approve the professional services agreement with Tetra Tech, Inc. for design and construction services of the West 7<sup>th</sup> Street South 12-inch water line in the amount not to exceed \$15,203. Motion passed; unanimous***

D. Consideration & Possible Approval of Purchase of Plotter/Scanner from Plotter Doctors, LLC. (Rob Emmett)  
Emmett said staff has been working to develop a Geographic Information System (GIS) to consolidate the mapping of infrastructure (water system, roads layer reflecting current right of way and easements) within the community. He said staff has limited capability of printing engineering standard-size maps or 24" x 36" sheets. He said staff also does not have a scanner. He said having the ability to scan large documents such as plats, construction plans, and surveys would allow these products to be stored and easily retrieved. Creating these electronic records would assist the Town in complying with ARS 9-253, Recording of Plats and Maps. Staff contacted 15 GIS departments for local municipalities in the Southwest U.S. for a recommendation of a plotter/Scanner combo. Bids were requested from 3 companies. Emmett said the lowest bid includes assistance with training and installation as well as a trade-in allowance for the plotter Town now owns. He said the current plotter is not reliable because works only intermittently.

Watson said he visited with Richards regarding the budget and this item is needed. Hensley asked if it is set up for the new plotter/scanner to be maintained and kept clean. He also wanted to know if staff contacted Perfect Printz. Kay said Town should shop local. Willis said the item should be tabled to allow staff to contact Perfect Printz to inquire if they sell this plotter/scanner and can also do maintenance for it. Hensley said staff should consider them for maintenance even if the plotter/scanner can not be purchased from them.

***Motion by Willis, 2<sup>nd</sup> by Ballard, to table item. Motion passed; unanimous***

E. Consideration & Possible Approval of Changes to the Police Department Policy and Procedures Manual. (Jerry Van Winkle)

Van Winkle said the Police Department has been working on updating and changing the Snowflake-Taylor Police Department Policy and Procedure Manual. He said they have been using the services of Lexipol to help write their policies. He said there is a mechanism built in so if case law changes Lexipol will give notice and include the change in the Policy and Procedure Manual within 2 days keeping the department up-to-date.

Attorney Hall said he did a preliminary review of the index and spot-checked parts of the policy. He said there is a contract with Lexipol which is a competent company and he feels he can give the okay for the manual. Poscharsky asked if the Town of Taylor will be approving the manual also. Van Winkle said this is part of the day to day operations of the department. Watson said they will be notified and have the opportunity to approve if they want to.

***Motion by Poscharsky, 2<sup>nd</sup> by Whiting, to approve the update and changes to the Police Department Policy and Procedure Manual. Motion passed; unanimous***

There is a daily training program for Police Officers. There is a bulletin test (6 to 10 minutes) given daily and results are documented.

F. Consideration & Possible Approval of Purchase of 2 Patrol Vehicles from Show Low Ford. (Jerry Van Winkle)

Van Winkle said the Capital Improvement Plan approved in the budget called for \$60,000 for police vehicles and staff has researched vehicles deciding to purchase 2 Ford Taurus Police Interceptor Sedans. Van Winkle feels Show Low ford gave the best bid and the company is local for warranty work. He recommends accepting bid from them. He said white vehicles are easier to maintain and the department will move that direction. He said the local dealer could not provide Ford vehicles.

***Motion by Poscharsky, 2<sup>nd</sup> by Hensley, to approve the purchase of 2 All-wheel Drive Ford Taurus Police Interceptor Sedans from Show Low Ford. Motion passed; unanimous***

G. Consideration & Possible Appointment of Hearing Officer for Human Resources Hearing. (Paul Watson)

Willis said Council needs to approve the appointment of a Hearing Officer for a Human Resources Hearing. He said it is inappropriate to talk about details of the hearing. Watson said according to personnel policies Council is appointed to be the Hearing Officer for any appeal by an employee or is allowed to appoint another Hearing Officer. Attorney Hall said he is recommending Amy Lieberman. He said it is proposed that the hearing be held in Maricopa County. He said all the attorneys are in agreement and Van Winkle is in agreement with transporting witnesses from the department to the hearing. He said the idea is to keep the costs at a minimum and provide due process.

***Motion by Willis, 2<sup>nd</sup> by Whiting, to appoint Amy Lieberman as Hearing Officer for Human Resources Hearing. Motion passed; unanimous***

H. Discussion & Possible Instruction to Staff concerning Email from Jay Flake & Norman Flake regarding Floodplain. \*Council may discuss this matter in Executive Session Pursuant to A.R.S. §38-431.03(A)(3) Discussion or consultation with the Attorney for the Town of Snowflake in order to obtain legal advice.  
Watson said Council will need to go to Executive Session to receive legal advice.

***Motion by Whiting, 2<sup>nd</sup> by Willis, to adjourn into Executive Session. Motion passed; unanimous***

***Adjourned to Executive Session***

***Motion by Willis, 2<sup>nd</sup> by Ballard, to return to Regular Session. Motion passed; unanimous***

***Motion by Willis, 2<sup>nd</sup> by Poscharsky, to recommend staff draft a letter regarding the situation involved in Agenda Item 6H. Motion passed; unanimous***

## **8. COUNCIL MEMBER'S SUMMARY OF CURRENT EVENTS**

Ballard reminded Council of the 9/11 Program at the Taylor Fire Department tomorrow.

Poscharsky said he attended a meeting on state land issue. He said the issue is to get the government to divest themselves of the land they are holding on behalf of the State but it wouldn't necessarily go to the State. He said he also met with Bob Worsley and learned about Nova Power.

Kay thanked the Council for attending the Chamber Dinner and Auction. She would like Council to take charge of serving hot chocolate at the lighting on Frontier Drive during December.

## **9. MANAGER'S SUMMARY OF CURRENT EVENTS AND REPORT**

Watson said there are brochures promoting the property West of Snowflake and there is recognition on a State level of the railway issue. He said there is a loan commitment letter for the \$2 million and the loan application packet has been given to the Federal Railway Association. He said there is a synergy to bring industry back to this area of the State. He said this area will be a focal point for industry because of the infrastructure that is in place. He said the work done by the Council for economic development has made a big difference in the State and with those who have influence.

## **10. ADJOURNMENT at 9:19 p.m.**

I hereby certify that the foregoing minutes are a true and correct copy of the Town of Snowflake Council meeting held September 10, 2013. I further certify that the meeting was duly called and a quorum was present.

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Barbara Flake, Town Clerk