

**MINUTES OF TOWN COUNCIL WORK SESSION & REGULAR MEETING  
TOWN OF SNOWFLAKE  
HELD 12/10/2013**

**WORK SESSION**

**1. CALL TO ORDER/ROLL CALL** at 6:00 p.m.

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

**2. Small Communities Environmental Protection Program (SCEPP)**

Town Engineer Rob Emmett presented provided the following information as an overview of Small Communities Environmental Compliance Assistance Program (the “Program”). The program is an Arizona Department of Environmental (ADEQ) program that assists communities with a service population less than 10,000 people in complying with state and federal environmental regulations and that promotes the development of management tools to monitor and prevent future environmental problems. A significant benefit of participating in the Program is special consideration by ADEQ for waiver of non-compliance penalties if violations occur. As part of the Program, the Town agrees to develop a Small Community Environmental Protection Plan (SCEPP). The SCEPP is a continuous improvement process that provides a framework to ensure environmental compliance. Emmett’s presentation included the following:

- Small Community Environmental Protection Plan (SCEPP)
  - What is SCEPP?
  - What does SCEPP do?
  - How does SCEPP work?
  - SCEPP as a framework for achieving goals
  - Tools for managing
  - Regulation/Penalties
- SCEPP in Arizona
  - Why the Town of Snowflake should be involved
  - Benefits of SCEPP implementation
  - All things Standard Operating Procedures (SOP)
  - Communication
  - Plans/Core Team/Cost
  - Next Steps

Emmett said staff is asking Council 2 questions:

Should the Town continue to pursue participation in the ADEQ Program and develop a SCEPP or withdraw from the Program?

While the SCEPP focuses on environmental compliance for only Town activities, what degree of public involvement would the Town Council like to include during the implementation process?

Staff comments included the following:

Watson—By joining the program receive credit with ADEQ and continue to do what is in the best interest of the community but get input from others through collaboration with others participating in the Program. There is concern with what the Environmental Protection Agency is doing with power plants and other areas. Joining this Program is not putting regulations and restrictions on private property owners. The SOP's and master plan would offer improvements. I guaranteed the public that there would be public hearings.

Ballard—There should be a representative from the community on the committee.

Byron James—It should be encouraged to include citizens on the Town's SCEPP committee.

Emmett—Open house meetings/public participation needed because policy set will set the tone of Town's direction.

Whiting—All for staff coming up with a plan and deciding how to approach the public.

Hensley—What is the cost of this Program?

Emmett—Staff time is the cost—300 hours of my time

Watson—A lot of the work staff will be doing anyway so only a portion of the 300 hours will be specific to the Program.

Emmett—50 to 60 hours would be specific to the Program.

Hensley—Favors doing the SOP's for documentation.

Byron James—Guidance documents will make it easier to pull this all together. SOP's are not specifically part of the plan. The idea is to work as a team to set goals and determine how to get there.

Poscharsky—If involved in a lawsuit it is important that the Town has done this planning. If staff makes the plans then public meetings can be held to educate the public.

Watson—Staff will bring back the plan for formal approval.

### **3. Open Meeting Law Training**

Town Attorney Bob Hall presented training regarding council meeting agendas, public participation in council meetings and council interaction during public meetings. He also discussed the reasons to hold executive sessions, the agenda, who attends, and records of the executive session. He said this council has used executive sessions rarely and only for legal advice. He explained the confidentiality of executive sessions.

### **4. ADJOURNMENT** at 7:04 p.m.

## **REGULAR SESSION**

### **1. CALL TO ORDER/ROLL CALL**

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

### **2. PRAYER/PLEDGE** Johnson/Hensley

### **3. MAYOR’S PROCLAMATIONS & ANNOUNCEMENTS**

*Presentation of Certificate of Achievement for Excellence in Financial Reporting to  
Brian Richards*

Vice Mayor Jason Whiting presented Brian Richards a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The Certificate was awarded to the Town of Snowflake for its comprehensive annual financial report (CAFR) and is being presented to Brian Richards as the individual primarily responsible for preparing the award-winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure” to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

### **4. CALL TO PUBLIC**

Lowry Flake expressed thanks for the hours of service the Council gives on behalf of the community. He appreciates that the Council meetings beginning with prayer and the pledge. He appreciates the quiet in the Town and feels it is a tribute to what Council is doing by studying the issues and making this a safe place to live.

Flake said that his past experience in the study and testing of rocket fuel with MIT has raised his concern of the increase of electromagnetic pollution. He is concerned about smart meters. He said as a scientist he knows the smart meters create electromagnetic waves and that the effects are not known

### **5. CONSENT AGENDA**

**A. Approval of Council meeting minutes dated 11/19/2013.**

**B. Approval of Invoice from Emmett Engineering, LLC for October & November 2013.**

*Motion by Ballard, 2<sup>nd</sup> by Poscharsky, to approve the Consent Agenda. Motion passed; unanimous*

### **6. DISCUSSION/ACTION ITEMS**

**A. Presentation of the FY13 Audit Report & Comprehensive Annual Financial Report. (Brian Richards)**

Richards reviewed the contents of the FY13 Audit Report provided by HintonBurdick CPAs & Advisors. He reviewed the recommendations received from the auditor. Poscharsky questioned the recommendation for collateralization of public deposits. Richards said that Wells Fargo has made the necessary correction. Richards said the other recommendation was to complete a physical inventory of the capital assets of the Town. He said 80% of this has been done and the remaining inventory will be completed this year along with annual updates. Richards said he was satisfied with the auditor.

***Motion by Ballard, 2<sup>nd</sup> by Kay, to approve the FY13 Audit Report. Motion passed; unanimous***

**B. Consideration and Possible Approval of Memorandum of Understanding with Navajo County Health Services District. (Pat Hancock)**

Hancock said it is proposed that the Town of Snowflake Fire Department enter into an agreement with the Navajo County Public Health Services for the purpose of cooperation as it relates to the deployment and dispensing of prophylactic medications and other supplies made available from the Centers for Disease Control and prevention's (CDC) Strategic National Stockpile (SNS), through the Navajo County Public Health Services District. He said the Fire Department feels this Memorandum of Understanding (MOU) with Navajo County would be of great benefit to the community and other residents of the area. He said our responsibilities must be considered and accepted. He said Section V of the MOU should be carefully reviewed and provisions made to ensure the successful completion and implementation of the MOU.

John Zimmerman, Navajo County Health Department, is in attendance to answer questions. He said that for the last decade there has been a great working relationship with the Snowflake Fire Department. He said this is an extension of the training and planning they do together. Hancock said there is a mutual aid agreement currently in place. He said more training will be given by the Navajo County Health Department and the County will also come to assist if needed. Watson explained that there are 2 MOUs, 1 for open point intended for the public and 1 for staff and families. He said he in support of the MOUs but there should be a heads up regarding the responsibility standpoint. He said there is a need to develop operational plans. He said other agencies entered into this MOU and are now forming plans. Attorney Hall said that if these are needed then liability is the 2<sup>nd</sup> issue. Hancock said he is working with Lakeside regarding the operational plan. Resident, Lowry Flake asked who is responsible for costs. Hancock said staff costs would be picking up medications and supplies and the storage of same and all the rest would be volunteers.

***Motion by Ballard, 2<sup>nd</sup> by Kay, to approve the Memorandum of Understanding with Navajo County Public Health Services District with the understanding that staff working on operating procedures. Motion passed; unanimous***

**7. COUNCIL MEMBER'S SUMMARY OF CURRENT EVENTS.**

Ballard said he enjoyed the 12 Days of Christmas

Hensley thanked Kay for all the hard work on the Frontier Lights.

Poscharsky said the Senior Center thanked all who helped serve Thanksgiving Dinner and invites them all to serve Christmas Dinner on December 19<sup>th</sup> at 11:30 a.m. to 1p.m. He also thanked Kay for her work on the Frontier Lights.

Kay thanked the people who put in 400 hours of work on Frontier Lights. She said the businesses and individuals made it a success. She said the Town needs to be prepared to show what emergency processes are in place for the community at the January 2<sup>nd</sup> meeting of the Community Values Committee.

Johnson said during a Republican meeting he attended there was talk regarding the smart meter issue. He said it is not just one individual but multiple individuals that are concerned about smart meters and information including data could be provided by the Chairperson.

Whiting thanked all who put on the 12 Days of Christmas.

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

Watson announced:

Town Christmas Party, Wednesday, December 18<sup>th</sup>, at 6 p.m., at the Snowflake Fire Station. Everyone wear their best Christmas sweater.

Larson Waste is offering a Christmas Tree Recycle—remove all the ornaments and leave the tree with Larson Waste to produce energy.

## **9. ADJOURNMENT** a5 7:36 p.m.

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

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Barbara Flake, Town Clerk