

**MINUTES OF TOWN COUNCIL MEETING
TOWN OF SNOWFLAKE
HELD 08/12/2014**

WORK SESSION

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

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

2. Discussion of General Plan and Zoning.

Watson said Wayne Balmer, Community Development Consultant, was the Planning Director for Mesa and also for Queen Creek. He said that he is in Snowflake for 3 days every other week and works from home in the off week. He said Balmer has been working on the General Plan and changes to the Town Code.

Balmer explained what a Planning Area is and said that Snowflake completed the “Second Knolls Development Regional Transportation Study” which established a Planning Area for study purposes. He said that Taylor currently has a Planning Area. He showed maps of the Twin Knolls Study Area, the Taylor Town Limits and Planning Area, and the Combined Snowflake/Taylor Planning Areas. He said the proposed Planning Areas includes the following:

- Incorporate the current Taylor Planning Area
- Includes Snowflake/Taylor IGA on future Town limits
- Expands the Taylor Planning Area to the west to match the Snowflake Planning Area
- Incorporates the Second Knolls Study Area into the Snowflake Planning Area
- Expands the Second Knolls Study Area to the east to include areas currently within the Town
- Addresses how both communities will grow to the west

Balmer explained Growth Focus Areas. He showed maps of Snowflake Growth Focus Areas, Taylor Growth Focus Areas, and Combined Snowflake/Taylor Growth Focus Areas. He also showed maps of Combined Snowflake/Taylor Proposed Street and Bike Path Improvements and Current Snowflake General Plan Land Use Map. He presented a comparison of the Focus Area with the General Plan. He stated that State law requires General Plans to be updated every 10 years and Snowflake is due in 2018. He listed the next steps as:

- Council discussion on Planning Areas and Growth Focus Areas
- Council support for the two concepts?
- Council interest in updating the General Plan to incorporate the Planning Area and Growth Focus Areas?
- Direct staff to proceed—if desired

Balmer explained that the proposed zoning ordinance text changes are being recommended for the following reasons:

- Make the ordinance easier to understand and use

- Address areas that are difficult to implement
- Address new areas that have become issues
- Improve level of public service

The proposed changes were given to Council for their review. He said the next steps would be as follows:

- Discuss proposed changes
- Select which proposed changes (if any) to move forward
- Direct staff to proceed
- Prepare draft ordinance for consideration
- Presentation to the Planning and Zoning Commission
- Presentation to Town Council for action
- Incorporate changes (if approved) into the Town Code

Comments by Council and staff regarding the possible ordinance text changes:

Town Code 3-1-7 Temporary Use Permit

- Johnson—This can't be left to one person's discretion. Council should set the guidelines and expect people to abide by the rule or delete the rule if it is ambiguous.

Town Code 4-1-7 Fire Alarms

- Hancock—There are false alarms at the schools and false alarms called in from east of town.
- Poscharsky—This addresses alarms going off but not alarms that are called in. It should define a "false alarm".

Town Code 4-3-4 Public Nuisances

- Poscharsky—Holbrook has plan where they clean property of weeds and then charge the property owners.
- Hall—There is an expense with the lien process. The Town could bear the expense of cleaning the property for a long period of time if the properties are not sold but owned for a long period of time. A hearing officer process could be an option.

The other proposed changes were not discussed. Watson said Council could look at the framework presented and give comments. He said Council could email their questions to him.

3. ADJOURNMENT at 7:12 p.m.

REGULAR SESSION

1. CALL TO ORDER/ROLL CALL at 7:13 p.m.

Mayor Kelly Willis, Vice Mayor Jason Whiting—excused, Bev Kay, Tom Poscharsky, Stuart Hensley, Lynn Johnson, Kerry Ballard STAFF: Paul Watson, Bob Hall, Barbara Flake, Pat Hancock, Terry Cooper, Brian Richards, Cathie McDowell

2. PRAYER/PLEDGE Johnson/Troy Brinkerhoff (boy scout)

3. MAYOR'S PROCLAMATIONS & ANNOUNCEMENTS None

4. CALL TO PUBLIC No Comments

5. CONSENT AGENDA

- A. Approval of Council Meeting minutes dated 07/08/2014.
- B. Approval of Invoice from Jackson/Lewis dated June 30, 2014.
- C. Approval of Invoice from Brown & Brown Law Offices, P.C. dated July 2014.
- D. Approval of Invoice from Interim Public Management, LLC dated July 2014.
- E. Approval of Invoice from Yost & Gardner Engineers dated July 2014.
- F. Approval of Invoice from CMI Engineering dated August 2014.
- G. Approval of 2nd reading of Ordinance No. 14-06 Purchasing Agent; Authority

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

6. DISCUSSION/ACTION ITEMS

A. Discussion of Streetlights on Country Club Drive. (Paul Watson)
Willis said he received a phone call from the individual requesting this item be on the agenda stating that he could attend the meeting tonight.

Motion by Poscharsky, 2nd by Willis, to table Item 6A to the next meeting. Motion passed; unanimous

B. Consideration & Possible Approval of Auditor & Audit Engagement Letter for Fiscal Year 2014. (Brian Richards)
Poscharsky and Kay said the Town should consider new bids for an auditor next year. Watson said he is pleased with this auditor's experience but agrees that it is good to get new bids.

Motion by Ballard, 2nd by Kay, to approve the Auditor for this year with the stipulation that it be put out to bid for the next year. Motion passed; unanimous

C. Consideration & Possible Approval of Resolution No. 14-12 Authorizing Town to enter into Partnership with Navajo County and NatureSweet to complete "Northern Solution". (Paul Watson)
Watson said he has talked with NatureSweet about the channel that needs to be put in the Industrial Park. He said he also visited with the Flakes. He said the resolution Council is being asked to adopt is authorizing the Town to apply for the grant and if the grant is awarded then staff will talk with the involved parties regarding the "Northern Solution".

Johnson read the letter written by Watson explaining that the Town of Snowflake has submitted an application for Federal Financial Assistance to address the "Northern Solution" Flood Control Project. The letter states, "If selected, the Town of Snowflake, Arizona will provide matching contributions to the "Northern Solution" Flood Control Project in the amount of approximately \$93,004, representing 28.4% of the total estimate of \$327,878 for design, analysis, and construction of the project. This contribution is representative of the public-private partnership consisting of the Town, Navajo County Flood Control, and businesses in the Industrial Park:

Preliminary Concept Design, Grant Application:	\$17,000
“In-kind” Finance/Administration:	\$10,764
Navajo County Flood Control Match:	\$31,001
Public/Private Partnership Contribution:	\$34,239*
	Total: \$93,094

*As an option, the Town may provide this contribution through federal equivalent labor costs by Town employees ranging from \$18-\$40/hour, with equipment owned by the Town.The Town employees and supervisors are qualified and experienced in the type of proposed construction.Construction costs were estimated by registered engineers with recent, relevant experience, using the best available information. Unit costs and shipping were also validated using the most recent manufacturer’s quotes.”

Watson said the letter read by Johnson was submitted with the grant application because the timeframe for the grant application was so short. He said that Council is being asked to approve the resolution that reiterates what was stated in the letter.

Johnson read Resolution No. 14-12 by title only. Watson explained that the “Northern Solution” is not in the budget and that the Town’s contribution would be in-kind services. He said the resolution is needed to just apply for the grant. He said the Town’s application is 1 of the top 2 being considered in Arizona.

Motion by Ballard, 2nd by Johnson, to approve Resolution No. 14-12 Authorizing Town to enter into Partnership with Navajo County and NatureSweet to complete “Northern Solution”. Motion passed, unanimous

D. Consideration & Possible Approval of Verizon Lease Agreement.

Cooper said Verizon Wireless has approached the Town to be able to construct a 75’ communications tower next to Well Site #2 location behind the Junior High. He said staff does not see a problem. He said that Dale Call reviewed the request and said there are no zoning issues. He said Verizon would like to lease approximately 882 square feet to place the pole.

Willis asked if the people in the area had been contacted. Cooper said he did not think Dale Call made contact with the people in the area. Ballard asked how much would be paid each month. Cooper said Verizon would be paying \$1,000 a month.

Reg Destree, Reliant Land Services, representing Verizon Wireless, said they approached the Town because there is a need for a tower. He said there is a cell site on the north side of Snowflake and a cell site in Taylor but the coverage for the 3G now and the upcoming 4G is not good and won’t be from the towers in place now. He said the search area he was given was centered on the Temple. He said they look for properties that are municipally owned and existing verticality is also considered. He said possible locations at the High School ball field, the site of the Frontier tower northwest of the High School, the site of the Cell One tower near the cemetery, and the Town well site property, were submitted to the engineers. He said it was decided that the Town’s well site property would work the best. He said the tower would be an 80 foot steel shaft pole. He said that

he talked with the owner of the land north of the proposed site while they were at the site and the land owner did not have any problems with the tower. Destree said there would be 12 panel-type antennae on the pole that talk to cell phones. He said the drawings show 2 6 foot microwave dishes that may or may not be on the pole. He said there a lot of 25 foot power poles in the area. He said the Verizon pole would be set back over 80 feet from the property lines and there is a non-residential use established on the property. He said they have run the initial FAA study and do not anticipate the need to have a light on the tower but the final study has not been done. He said the microwave dishes are used for the cell towers to communicate to each other but with the fiber in town the likelihood of 2 of these dishes on the tower is low. He said that structurally the pole is capable of additional loading so if the Town has a need to place something on the pole that could be done without a charge. He said there are no wires on the pole and the base of pole is 3 to 4 feet wide and tapers as it goes up. He said the pole as a 30 foot pier foundation. He said they do give consideration to a "fake tree" but in this situation a pole would be less noticeable. He said there would be a 12' x 26' and 11' tall prefab shelter all enclosed in a 7' chain link fence with barb-wire compound attached to the Town's compound. He said it is also proposed to install a new 14' gate for the use of the Town.

Willis asked Cooper if there was room on the property for a future water tank. Cooper said the original request was to place the pole more in the center of the property and staff asked for it to be moved more to the north to allow for a future water tank. Willis asked Destree how a site is picked. Destree said that this site is close to right between the two existing towers. He said the engineer uses a computer program that includes topography and clutter from housing and trees to map using latitude and longitude to see what coverage is offered by a site. Destree said this site is a good height allowing the height of pole to be lower. Ballard asked if the internet would be faster. Destree said it would be decisively faster. Willis asked if this was not approved by the Town, would they approach private property owners. Destree said they would move in concentric circles to find a location. Willis asked if there are Town statutes that require Council approval on private property. Watson said approval would be needed but the properties being looked at are school or Town properties. He said that the agreement states that Town would be allowed to use the tower for our municipal needs. He said that the Town's monitoring system of wells and lift stations would benefit from the tower. Willis asked if there were any comments from the public. Terril Kay said he sees this as progression and would only be bothered if there is a light on the tower. Byron Lewis said it is good if it speeds up the internet. Jacob Ordyna asked what kind of safety studies are done regarding microwave dishes. Destree said the sites are operated within federal guidelines and Verizon is licensed for both the antennae and microwave signals. He said the Town already has signal propagating from that area. He said that a lot of sites are at or near schools and have been operating for a long time. Willis asked if Council wanted to do a sweep of the area residents. Johnson asked if it is the general practice to approach residents with this issue. Watson said that when being placed on properly zoned property it is not necessary. Poscharsky said that in talking with Will Wilson and Curtis Winder this is a prime site for an upgrade to the Town's overall system. Johnson said that it is beneficial to the Town. He said Council represents the people and if it is standard practice to consult people in the area then ask but if it is not standard then move forward. Willis

asked Destree if Verizon would mind if this item were tabled until the next meeting. Destree said they were hoping to build this year and plan to submit for a building permit Thursday of next week. He said it takes 6 weeks to get the agreement countersigned. Watson asked what neighbors Willis would like contacted. Willis said only the adjoining properties. Poscharsky said the motion could have the stipulation that the neighbors be contacted and if there are strong negative opinions expressed then it could be brought back to Council.

Motion by Ballard, 2nd by Kay, to approve Verizon Lease Agreement with the stipulation that adjoining neighbors be contacted and if there are strong negative opinions expressed it will be brought back to Council. Motion passed; Ballard, Kay, Poscharsky, Hensley, Johnson—voted for and Willis—voted against.

E. Consideration & Possible Approval Amendment 2 to Professional Services Agreement with Smallmelo Geographic Information Services. Cooper said Melodi King of Smallmelo Geographic Information Services helped the Town start the Geographic Information Systems Initiative in 2010. He said the attached proposal is from King for Phase 4 of the GIS Initiative Program. Cooper reviewed the Scope of Services—Completed in 2013-2014 and Proposed for 2014-2015. He said that the GIS Initiative is also being used in Planning and Public Use.

There was discussion regarding work to be done for the proposed use of GIS Maps for Planning and Public Use in 2014-2015.

Watson said that our addressing in Town did not match the e9-1-1 system. He said the Town had some duplication of street names and some addresses do not fit the grid and will need to be re-addressed. He said Melo King is working with Dale Call on this issue.

Hensley said there is another system built and being used by another community. He asked if it would be cheaper to buy it than to do all this work. He said the company is “Fire Map Company”. Cooper asked that Hensley talk with Melo King.

Watson explained that fees for work done by King come out of the department the work is done for. Cooper said that the only work being done by King on the e9-1-1 this year is updating addresses in the Caselle Software Program. Poscharsky said he would like to know the specific work and the costs for each project.

Motion by Willis, 2nd by Poscharsky, to approve Amendment 2 to Professional Services Agreement with Smallmelo Geographic Information Services with the stipulation to consider what Stuart Hensley finds out regarding “fire map”. Motion passed; unanimous

7. COUNCIL MEMBER’S SUMMARY OF CURRENT EVENTS

Ballard—Attended the meeting with Senator Jeff Flake

Johnson—He recognized all the people that participated in the Pioneer Days Celebration. He said that as a town we should thank all the volunteers.

Hensley—He seconded Johnsons comment and gave a shout out to the Chamber for the Craft Show and Car Show. He said a lot of hours and spent on these events and they get better each year. He appreciates those running for Council for being here and taking part.

Poscharsky—He sends condolences to the Chester Crandell family. He said that Chester Crandell is well-intentioned in his work.

Kay—Agrees with all that has been said.

Willis—He thanked all who participated tonight. He said he realizes when talking about the tower that it is not just about the feelings of people around the tower but also what is right for the Town to better the lives of people living here. He sends condolences to the Crandell family.

8. MANAGER'S SUMMARY OF CURRENT EVENTS AND REPORT

The Town is working on recognizing the volunteers working during the Pioneer Days Celebration. He is working with the Town of Taylor regarding recognizing volunteers working on summer activities in the area.

The Car Show had 117 entries including semi-trucks. The Arts and Crafts Fair works well with that event. He has been asked to look at bringing the Arts and Crafts Fair back into Town.

The Southern Solution is on track. There was a meeting today with ADOT regarding the west crossing by the golf course and church. HWY 277 will closed for work on this crossing and the detours will be published on the website and electronic signs. The work begins next week.

4FRI—There is good news from the Forest Service that they have been awarded about double the current budget to assist forest thinning in this area. This will keep products going for local logging operations, the pellet industry, and the Bio-Mass Plant.

Apache Railway—The loan through the Federal Railway Administration is in the review process and moving forward. This is important to us because if the forest continues to be managed it puts us in a great position to get more industry in this area to replace our job loss.

He attended the NACOG Economic Development Committee meeting and the Made in Rural America Regional Forum put on by the White House.

The last day to request an early ballot is Friday, August 15th. Early voting started July 31st. All residents of Snowflake vote at the Social Hall.

9. ADJOURNMENT at 8:40 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the Town of Snowflake Council meeting held August 12, 2014. I further certify that the meeting was duly called and a quorum was present.

Barbara Flake, Town Clerk