

**MINUTES OF WORK SESSION & TOWN COUNCIL MEETING
TOWN OF SNOWFLAKE
HELD 02/24/2015**

WORK SESSION

1. Discussion regarding “What All Local Officials Need to Know” (Publication by League of Arizona Cities and Towns)

Council and Town Manager Watson discussed the following:

- The basics of political survival for a locally elected official and how you may avoid some of the common pitfalls of local office.
- Your philosophy of government should be specific enough for you to be committed, while being general enough to allow you the flexibility needed to consider all alternative courses of action.
- A good starting point for knowing the priorities of your predecessors may be last year’s budget. It is good to look at services from a policy perspective.
- The primary reason for your existence as an elected official is to determine policy and to guide and protect the orderly growth and development of your community.
- It will become increasingly important to juggle your priorities between your job as an elected official, your family, and the duties and responsibilities of earning a living—getting wrapped up in administrative detail is time consuming and only can be accomplished at the expense of one of your other priorities.
- To avoid giving excessive attention to administrative details, a good rule of thumb is to use your staff. In other words, remember that you have personnel available who are paid to implement your policy. Your staff will have a solid working knowledge of the problems and challenges facing your community—learn to rely upon these people.
- Town employees are a vital part of your team. A large part of their job is to provide the know-how that makes decision making possible. Your decisions can only be as valid as the information you use in making your determinations.
- GIGO Principle—Garbage in Garbage out—Bad decisions are made because bad information is utilized to make these decisions.
- Ask questions before the Council meeting so staff can gather requested information. Individual Council Members can contact department heads before the meeting for any questions. If an issue is significant you should include the Town Manager to receive more information. It is appreciated by staff to address any issue you are made aware of with them before the meeting.

REGULAR MEETING

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

Mayor Tom Poscharsky—excused, Terril Kay—excused, Vice Mayor Kerry Ballard, Lynn Johnson, Stuart Hensley, Byron Lewis, Cory Johnson STAFF: Paul Watson, Bob Hall, Barbara Flake, Brian Richards, Terry Cooper, Pat Hancock

2. PRAYER/PLEDGE Flake/Cooper

3. MAYOR’S PROCLAMATIONS & ANNOUNCEMENTS None

4. CALL TO PUBLIC

Margaret White—

White thanked the Council and staff for attending the listening meetings regarding the reinvent of the NPC Snowflake Campus. She said she felt there was good conversation. She said the front office staff at the Snowflake Campus were notified that their contracts were up on June 30, 2015. White said she is hopefully that the library can be kept in some way. She said that interest and momentum need to be kept up so Snowflake and Taylor do not lose the Snowflake Campus.

5. CONSENT AGENDA

- A. Approval of Council Meeting minutes dated 02/10/2015.
- B. Approval of Invoice from Brown & Brown Law Offices, P.C. dated Feb 2015.
- C. Approval of Invoice from Robert M. Hall, P.C. dated Jan 2015.
- D. Approval of Invoice from ADOT dated Feb 2015.

Motion by Johnson C., 2nd by Lewis, to approve the Consent Agenda. Motion passed; unanimous

6. DISCUSSION/ACTION ITEMS

A. Consideration & Possible Approval of Bid Award for Country Club Drive Improvements Construction. (Brian Richards)

Richards said there was only 1 qualified bid by D.W. Lusk Contracting in the amount of \$32,160. He said this work is part of the Southern Solution Project and costs are 75% covered by FEMA and Navajo County Grants. He asked Council to award the bid to D.W. Lusk.

Motion by Hensley, 2nd by Johnson C., to approve awarding bid for Country Club Drive Improvements to D.W. Lusk Contracting, LLC, in the amount of \$32,160. Motion passed; unanimous

B. Consideration & Possible Approval of Bid Award for Citywide Roadway Pavement Preservation Crack and Joint Seal Project. (Terry Cooper)

Cooper said 5 bids were received and the low bid was Cactus Asphalt in the amount of \$103,436. He feels it is a fair bid and asked Council to award the contract to Cactus Asphalt for an amount not to exceed \$103,436. Cooper responded to Johnson C. question regarding the company's qualifications stating that the bidder met the qualifications and are a reputable company. Cooper responded to Hensley question regarding any time constraints for the project stating that the completion date is set for April 10, 2015.

Motion by Johnson C., 2nd by Lewis, to approve awarding the Citywide Roadway Pavement Preservation Crack and Joint Seal Project contract to Cactus Asphalt for an amount not to exceed \$103,436. Motion passed; unanimous

C. Consideration & Possible Approval of Bid Award for Water Line Relocation on 7th Street South. (Terry Cooper)

Cooper said the 7th Street South Road Reconstruction Project is on schedule for construction this calendar year. He said the funding is through a federal aid project and is administered by ADOT. He said through the design process for this project it was found that the existing water line running parallel to 7th Street South was not deep enough to satisfy required coverage depths for a pipe line of that size and staff was informed that the existing 10" water line would need to be lowered. Cooper said that staff has been planning to extend the existing water line on 7th Street South from the west side of Centennial westward across the Jake Flake Crossing and tie into the existing water line on the west side of the wash. He said the relocation of the existing line was included in the design phase of the line extension both of which needed approval to construct from ADEQ and that authorization has been received. He said the bid package included a base bid for the relocation portion of the project and an alternate bid for the line extension portion. He said 5 bids were received with the low bid from Rock Country Builders. Cooper said staff is more comfortable with awarding for the base bid only to Rock Country Builders for an amount not to exceed \$105,470. Watson said staff had hoped the bids would come in for less and there is a project to add water capacity in the water master plan. He said in talking with the Town's engineer it was decided the Town should focus on water capacity first instead of doing the water line extension. Cooper said there is not money to do both. He said lowering the existing water line must be done before paving of the road.

Motion by Johnson C., 2nd by Hensley, to approve awarding the base bid only for the West 7th Street South 12" Water Line Project to Rock Country Builders for an amount not to exceed \$105,470. Motion passed; unanimous

D. Consideration & Possible Approval of Amendment 1 to the Memorandum of Understanding with Northern Arizona Council of Governments for Participation in the Sign Inventory Project. (Terry Cooper)

Cooper explained that Northern Arizona Council of Governments (NACOG) identifies and programs Highway Safety Improvement Program (HSIP) projects. He said \$150,000 is designated for Navajo County and it has been determined that sign upgrades and rehabilitation programs are eligible. Cooper said that to meet the HSIP requirement of projects being data driven and implemented by a strategic approach a sign inventory was required before proceeding with upgrades or rehabilitations. He said that on May 27, 2013 Council approved entering into a Memorandum of Understanding (MOU) with NACOG to execute the procurement process for consultant selection to complete the required inventories and those inventories have been completed. He said upon acceptance from local agencies of those inventories, the project will proceed with panel construction and replacement. He said NACOG has submitted Amendment 1 to the original MOU to assure that access to right of ways will be granted by the Town to the contractor selected for the panel replacements. Cooper said NACOG will administer the procurement process to select the contractor at no cost to the Town. He said the sign inventory project is fully funded by the HSIP. Cooper said the only requirement with fiscal implications is that the communities must perform or implement all sign upgrades or rehabilitation within 10 years. He said funds will be available to the communities in coming years through the HSIP to complete that work.

Lewis asked if preference is given to local contractors. Cooper said no preference is given to local contractors. Watson said there are restrictions as far as giving local preferences.

Motion by Lewis, 2nd by Johnson C., to approve Amendment 1 to the Memorandum of Understanding with the Northern Arizona Council of Governments for Participation in the Sign Inventory Project. Motion passed; unanimous

E. Consideration & Possible Approval of Renewal Membership in Rural Arizona Group Health Trust. (Brian Richards)

Richards said the Town has been a member of the Rural Arizona Group Health Trust (RAGHT) for the last 3 ½ years and the average increases in medical and dental coverages each year have been less than 5%. He said RAGHT is a self-funded trust of cities, schools, and fire districts pooled together for insurance to keep costs under control. He asked Council to approve a 3 year extension with RAGHT.

Motion by Johnson C., 2nd by Lewis, to approve Resolution 15-03 Renewal of Membership in Rural Arizona Group Health Trust. Motion passed; unanimous

F. Consideration & Possible Approval to Add/Change Signatures on National Bank Account. (Brian Richards)

Richards said this is a formality to approve the change of signatures on the Town's account at National Bank. He asked Council to approve removing Kelly Willis and adding Tom Poscharsky and leaving the other signatures the same.

Motion by Hensley, 2nd by Johnson C., to approve new signatures on National Bank Account removing Kelly Willis and adding Tom Poscharsky and keeping other signatures unchanged. Motion passed; unanimous

7. COUNCIL MEMBER'S SUMMARY OF CURRENT EVENTS

Lewis said he appreciated the support from the community regarding Northland Pioneer College (NPC).

Ballard gave snowflake pins to members of Council. He said the bill sponsored by Senator Sylvia Allen regarding open meeting law has failed in committee. He announced the listening meetings at NPC Snowflake Campus at 5 p.m. on Thursdays in Room 101. He recognized the newspapers for being in attendance at Council meetings.

Johnson said he supports the efforts regarding NPC Snowflake Campus but attendance at meetings held at 5 p.m. is not possible for him.

8. MANAGER'S SUMMARY OF CURRENT EVENTS AND REPORT

Watson said he met with NPC President Swarthout, Snowflake School District Superintendent Hollis Merrill, and Town of Taylor Manager Gus Lundberg to tour the NPC Library, Snowflake High School Library, Snowflake-Taylor Library, and the

Snowflake Academy Building. He said they looked at the space and usage. He said there are restrictions at the High School Library that make it challenging to offer joint services. He said they looked at what each had to offer and there will be follow up discussions.

9. ADJOURNMENT at 8:35 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the Town of Snowflake Council meeting held February 24, 2015. I further certify that the meeting was duly called and a quorum was present.

Barbara Flake, Town Clerk