

**MINUTES OF TOWN COUNCIL MEETING  
TOWN OF SNOWFLAKE  
HELD 04/14/2015**

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

Mayor Tom Poscharsky—by phone, Vice Mayor Kerry Ballard—conducting, Lynn Johnson, Stuart Hensley, Byron Lewis, Cory Johnson, Terril Kay STAFF: Paul Watson, Bob Hall, Barbara Flake, Brian Richards, Terry Cooper, Cathie McDowell, Jerry Van Winkle

**2. PRAYER/PLEDGE** Hall/Troop 705

**3. MAYOR'S PROCLAMATIONS & ANNOUNCEMENTS**

*Proclamation "Week of the Young Child"*

*Proclamation "Fair Housing Month"*

*Proclamation "National Library Week"*

Vice Mayor Ballard recognized representatives from Head Start, Sally Rush and Laura Whited. He said people can volunteer to read to the children in the program by calling these representatives. Council Member Byron Lewis read the proclamation "Week of the Young Child"—April 12-18, 2015.

Ballard announced "Fair Housing Month"—Month of April and "National Library Week 2015"—April 13-18, 2015.

**4. CALL TO PUBLIC**

Margaret White invited everyone to visit their libraries and to remember the Silver Creek Campus Library.

**5. CONSENT AGENDA**

A. Approval of Council Meeting minutes dated 03/10/2015.

B. Approval of Invoice from Brown & Brown Law Offices dated March 2015.

C. Approval of Invoice from CMI Engineering dated March 2015.

*Motion by Johnson C., 2<sup>nd</sup> by Hensley, to approve the Consent Agenda. Motion passed; unanimous*

**6. DISCUSSION/ACTION ITEMS**

A. Presentation "We are Navajo County." (Supervisor Jason Whiting)

Whiting said it is his intent to Council meetings twice a year to talk about what is going on and to encourage open communication. He showed the film, "We are Navajo County". Whiting said he sits on the Legislative Policy Committee and is briefed at the Legislature. He said that Council should feel free to share their concerns with him and he will convey them to the Legislature. He said the Apache Railway is a high priority and important asset for Navajo County and Snowflake. He said the companies looking at the area are looking at the rail. He said there is mutual desire by the County and Paul Watson to work on the projects that are important to Snowflake. He said Paul will be a key member with

Navajo County regarding economic development for the area. In answer to Byron Lewis' question regarding expanding the railway, Whiting responded that it is not the County's job to create but to facilitate. He said industry is showing interest in the rail. He said that a lumber mill opened the first of this month near the Catalyst site. Whiting said the County is helping to facilitate discussion with the U. S. Forest Service regarding opening more areas to the logging industry.

B. Discussion & Public Comment regarding Inter-Governmental Agreement between the Towns of Snowflake and Taylor for Fire and Ambulance Services. (Paul Watson) Watson explained the process of reviewing fire services for the Town began with a committee being formed to look at needs and the possibilities to be able to meet those needs. He said the Town of Taylor was invited to attend joint discussions where it was decided that the first step should be to integrate the two fire services. Watson said that an Inter-Governmental Agreement (IGA) is required by law. He said the proposed IGA was developed working with the Councils of both towns and the Administrative Committee. He said the document was reviewed by legal counsels for both towns and also by the Risk Pool. He said it is being presented tonight to Snowflake Council for review and public comment and will be presented to the Taylor Council next week for the same purpose. He said the next step will be to hold a joint meeting of both Councils to approve the IGA and begin the process of putting the two departments together and finding a Fire Chief.

Lewis asked if joining the two departments will increase buying power. Watson said it would but the greater coverage for fire response and better facilitating ambulance services to both towns is the greater benefit.

Councilmember Terril Kay said that the committee looked at improving fire and ambulance services. He said that fire lacks funding and this affects safety and creates pressure on volunteers. He said the committee looked at how to make these services better which included looking at a fire district but the state of economy made this not a good option. He said there were true debates and then they worked through to the start of a solution. He said this IGA will help to increase the volunteer pool, decrease ambulance response time, and also improve fire response time. He said this solution is a step forward to make fire and ambulance stronger and will allow staff to perform better. He said it will be a big challenge to put two departments together and he is excited to see the process move forward and believes the communities will benefit.

C. Consideration & Possible Approval of Resolution No. 15-06 Adopting a Fair Housing Policy. (Cathie McDowell)

McDowell said that because the Town accepts CDBG monies it is our obligation to create a fair housing community and adopting this resolution is part of that process. She said the Town has used these monies for the Academy Building, work on water lines, and other projects.

***Motion by Lewis, 2<sup>nd</sup> by Johnson C., to approve Resolution No. 15-06 Adopting a Fair Housing Policy. Motion passed; unanimous***

D. Consideration & Possible Approval of Recommendation to Award Construction Contract for Southern Solution, Reach 2 to Western Grading, LLC. (Brian Richards) Richards said there were two bidders for the project and the low bidder was Western Grading with a bid of \$227,000. He said staff negotiated with Western Grading regarding 2 line items possibly resulting in savings. He said Western Grading has proposed using material from the future channel resulting in a savings of approximately \$25,000 for the next phase of this project. They also agreed to list the grouted rip-rap erosion protection as an optional item. Richards said the project is being funded through FEMA grants and all work will be documented per the standards required for reimbursement. He said the Town has partnered with Navajo County and also ADOT for this project. He said the work is projected to be done in a month.

***Motion by Poscharsky, 2<sup>nd</sup> by Kay, to approve award of construction contract in the amount of \$227,000 to Western Grading for construction of the southern Solution Regional Drainage Project, Reach 2, using funding provided by FEMA, Navajo County, and the Town. Motion passed; unanimous***

E. Consideration & Possible Approval of Exchange of Land between Snowflake Municipal Property Corporation and Rimrock View Estates, LLC. (Paul Watson) Watson said it is being proposed to exchange property located on or adjacent to the golf course. He said it was discovered during surveying activities that a portion of the Snowflake Golf Course were located on Rimrock View Estates property. He said to correct the situation property owned by the Town of Snowflake, doing business as the Snowflake Municipal Property Corporation, but not being used by the golf course could be exchanged. He said an appraisal of both properties shows they are similar in value and neither property has direct access from a public or private street. He said staff recommends approval of the exchange rather than moving the green and tee box or purchasing the property they are located on.

***Motion by Poscharsky, 2<sup>nd</sup> by Johnson C., to approve the exchange of land between Snowflake Municipal Property Corporation and Rimrock View Estates LLC. Motion passed; unanimous***

F. Consideration & Possible Approval to Replace Pump and Motor at Well # 4. (Terry Cooper) Cooper said historic records show the pump and motor at Well # 4 fail every 3 to 4 years. He requested approval to replace the existing pump and motor to have the possible option of rebuilding them to have on hand as a back-up. He said if a complete failure occurs, restoration of service can take a few days. He said that staff would like to address this situation now as the high-demand season is approaching. He said loss of this well site during peak production months would cause a great strain on water services including fire flows. He said the demand on the well site causes the pump and motor to fail. Cooper said this well does help feed the golf course. Kay asked how long the pumps last at other well sites. Cooper said the pumps can last 33 years but they are oil fed and submersible pumps do not last as long. He said another well drilled specifically for the golf course would help with the demand issue. There was discussion regarding using a bigger wire

and high temp motor which Will Wilson said should help gain more time with the pump and motor. Watson said that as part of the Catalyst foreclosure, a number of wells were identified as a benefit for the Town. He said that dependent on future growth these wells are a possible consideration but the short- term solution is a well for the golf course. Lewis asked if the rebuilt motor could be used at other wells and Wilson said yes.

Ballard asked if staff was going to drill another well. Cooper said that the water funds cannot pay for a well for the golf course so funding would need to come out of the General Fund. Kay asked if it would be better to drill a well taking the pressure off the pump in the current well. Lynn Johnson said it seems a better choice to drill a second well for irrigation water taking the pressure off the current water well than to spend \$90,000 to replace the pump and motor on the current well every 3 years. He said it would be advantageous to drill the second well and rebuild the pump and motor. Watson said the Utility Fund services water for the Town and this proposal to replace the pump and motor at Well # 4 is covered by the fees paid into this fund. He said the additional well would come out of the General Fund and would need to be a part of budget discussions.

Cooper said bids were solicited from the two local well-drilling companies for replacement of the pump and motor. He said staff recommends Willis Drilling and Pump Company to replace the pump and motor at Well # 4 at an amount not to exceed \$25,698.31.

***Motion by Johnson C., 2<sup>nd</sup> by Hensley, to approve replacing pump and motor at Well #4 for an amount not to exceed \$25,698.31. Motion passed; unanimous***

G. Consideration & Possible Approval of Change Order Request from Tetra Tech for Services on the 7<sup>th</sup> South Water Line Relocation & Extension Project. (Terry Cooper) Cooper said that the engineering project encountered several alterations throughout due to the fact that Tetra Tech had to coordinate our water line relocation with the ADOT consultant doing the design work for the 7<sup>th</sup> South Road Reconstruction Project. He said that inspection services were also requested of Tetra Tech for the installation of the new water line. He said that because of the additional engineering services and increased field inspections, Tetra Tech is proposing a change order to the original contract for an additional \$7,331 bringing the contract price to \$32,992. He said staff accepts the justification of the requested change order and feels it is reasonable.

Lewis asked if there was any reasonable way that these costs could have been seen. Cooper responded that these costs could not have been seen and he can understand the frustration experienced during the work on this project.

Watson said the Town cannot back out now as it would cost even more. He said the majority of the money is not going into the actual road and in the future staff will look at a bigger scope when dealing with a federal aid project. He said the technical and overhead costs are overwhelming. He said the road will be a benefit but the process is now what was anticipated.

***Motion by Poscharsky, 2<sup>nd</sup> by Johnson C., to accept the Change Order request by Tetra Tech to extend the contract an additional \$7,331 to the full amount not to exceed \$32,992. Motion passed; unanimous***

H. Presentation of Pavement Management Program. (Terry Cooper)

Cooper presented the Pavement Management Program. Kay asked if it would be better to keep all roads in fair to medium rather than put money into making good roads better. Cooper said it is opinion to save the good roads. Watson said that when talking to the pavement management industry, the cost to take a road in good condition and do treatment to keep it good is less than if the road is allowed to deteriorate and then treated. Kay said that if all the money is spent on good roads then there is never money for the bad roads. Lynn Johnson said the maintenance was not done on the swimming pool and the point of no return was reached. He expressed concern that the bad roads not reach that point. Cooper said that Kellis has reached that point.

Cooper said there are proposals for road improvement districts but the Town should be careful what is accepted for maintenance. He said that staff can't blade every road in Town and they need to maintain what has been agreed upon to be maintained. Kay said he would like staff to look at the improvement district and how they can provide information without confusion—a simple packet. Cooper said that there needs to be an understanding of the liability if improvements are made by homeowners and also the liability for work done by staff.

Cooper said he will be bringing to Council the design standards. He said that when design standards are reduced, there are increased maintenance costs down the road. He said that once ratings of the roads are determined, the treatments can be determined. He said specific treatments are only applicable for certain rated roads. He said staff will not neglect roads to prolong the life of roads.

Hensley asked where curbs, drainage, and sidewalks fit in the plan. Cooper said there is no planning for these areas currently. Hensley said staff should look at these areas in the planning.

I. Consideration & Possible Approval of Amendment to Personnel Policy Manual regarding Vacation Accrual. (Paul Watson)

Watson explained that currently vacation leave time balances are adjusted at the end of March each year to a 2-year maximum accumulation. He said this amendment to the Personnel Policy Manual would remove the necessity of this task with vacation leave time accrual stopping when the maximum accrual based on employee's accrual level is reached. He said accrual would start again once vacation leave time is used and drops below the accrual maximum limit.

Hensley asked if a buy-back program has been considered. Watson said it could be looked at.

***Motion by Johnson C., 2<sup>nd</sup> by Lewis, to approve Amendment #4 to the Personnel Policy Manual—Vacation Rate of Accumulation effective July 1, 2015. Motion passed; unanimous***

J. Discussion of “What All Local Elected Officials Need to Know.”  
This item was not presented in the interest of time.

K. **Executive Session** as allowed by A.R.S. §38-431.03(A)(1) to discuss the resignation of Town Manager Paul Watson and replacement of that position.\*

***Motion by Lewis, 2<sup>nd</sup> by Kay, to move into Executive Session. Motion passed; unanimous***

***Motion by Kay, 2<sup>nd</sup> by Johnson C., to move into Regular Session. Motion passed; unanimous***

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

Watson said Maverik plans to begin their move to their new building on May 4<sup>th</sup>.

**8. MANAGER’S SUMMARY OF CURRENT EVENTS AND REPORT**

No Comments

**9. ADJOURNMENT** at 10:05 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the Town of Snowflake Council meeting held April 14, 2015. I further certify that the meeting was duly called and a quorum was present.

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Barbara Flake, Town Clerk