

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, APRIL 6, 2021 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

1. Call to Order.

Mayor Leech called the meeting to order at 7:00 p.m.

2. Roll Call.

**COUNCIL MEMBERS PRESENT:** Mayor Leech, Vice Mayor Kakavas, Councilman Adams, Councilman Clark, Councilman Hatch, and Councilwoman Wilson.

**COUNCIL MEMBERS ABSENT:** Councilman Allsop.

**STAFF MEMBERS PRESENT:** Ed Muder, City Manager; F. Morgan Brown, City Attorney; Justin Johnson, Deputy City Manager; Joe Shelley, Police Chief; Brad Provost, Police Commander; Jeff McNeil, Police Commander; Grace Payne, Communications Manager; Shane Hemesath, City Engineer; Nicole Hudson, Assistant City Clerk; and Rachael Hall, City Clerk.

**GUESTS:** Trisha Spear, Gary Tackett, Rob Hephner, John Hannah, Don Lusk, Laura Singleton, Daryl Seymore, Jim Morgan, Doug Roberts, and others.

3. Invocation.

Vice Mayor Kakavas gave the invocation.

4. Pledge of Allegiance.

Councilwoman Wilson led the Council and audience in the pledge of allegiance.

5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that is within the jurisdiction of the City Council may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the City Council as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the City Council. Pursuant to the Arizona Open Meeting Law, the City Council cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual City Council members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

None.

6. **SPECIAL EVENTS:**

A. Presentation by Show Low Chamber of Commerce.

Trisha Spear, President of the Show Low Chamber Board of Directors, said the Chamber's budget was financially stable and social media pages continued to see growth. Tourist Information Center (TIC) had 363 visitors in the first quarter of 2021.

M. Spear said the Chamber was now officially part of the Arizona Office of Tourism and they were waiting for their welcome kit which would provide the portal information to build up the page for Show Low. She shared benefits of being involved with Arizona Office of Tourism which included being added to [www.visitarizona.com](http://www.visitarizona.com) (2.8 million visits annually), added to Arizona Official State Travel Guide (distribution exceeding 400,000), and access to the new partner portal.

Ms. Spear introduced new Chamber Board member, Gary Tackett. Mr. Tackett said he worked for the White Mountain Independent and he would begin working on a business/visitor guide for Show Low. He said the guide would give information about the City to showcase highlights about the area. The guide would be posted and mailed out to many businesses, hotels, casinos, other Chambers to draw in visitors to the area.

Ms. Spear said the Chamber began ribbon cutting events, started planning for safe return to networking events, worked on building partner relations, joined the Western Association of Chamber Executives, and would sponsor the Derby Down the Deuce special event.

Ms. Spear said this year, the Chamber planned to work with the City on an ambassadors program, add more value to their website, work on communication with members, and work on building a new member orientation.

Mayor Leech asked how many business/visitor guides would be printed to hand out to the public. Mr. Tackett said the White Mountain Independent would print between 15,000 to 18,000 guides and have a digital impression of the guide as well.

Vice Mayor Kakavas congratulated the Chamber on obtaining membership in the Arizona Office of Tourism and thanked them for their efforts.

Councilwoman Wilson asked if the business/visitor guide would showcase a few local businesses. Mr. Tackett said the idea for the business/visitor

guide was to have content about the area such as parks and places for people to read about and then want to visit the area

B. Presentation on Wildfire Preparedness.

Catrina Jenkins, Navajo County Emergency Manager, gave a presentation regarding the White Mountains Fire Restrictions Coordination Group. She said the group consisted of personnel from Apache County Emergency Management, Northeast Arizona Police Association, Forest Service Department of Agriculture, United States Department of the Interior Bureau of Land Management, Fort Apache Agency Fire Management, Arizona Department of Forestry and Fire Management, Northeastern Arizona Fire Chiefs Association, and Navajo County Emergency Management. She said decisions for fire restrictions were based on science and data the group received from the National Weather Service, forest experts, local public safety officials, regional partners, and County Emergency Management.

Ms. Jenkins said the group hosted a preseason and postseason meeting each year. The voting members met weekly once wildfire conditions began to worsen during the season. She said updates were shared with all regional partners through weekly emails and a phone call.

Chief Jim Morgan, with Pinetop Fire District, said maintaining consistent messaging among the community members was extremely important to convey to the locals and nonlocals coming into the area about current fire restrictions that were in place.

C. Promotion of Officer Richard Rosales to Police Sergeant.

Chief Shelley said he was proud to promote Officer Richard Rosales to police sergeant. He presented Richard Rosales as Show Low's newest sergeant. Sergeant Rosales's fiancé, Christian, and mother, Angela, pinned his new badge on his uniform.

D. Introduction of Communications Manager, Grace Payne.

Mr. Brown introduced Grace Payne as the City's new Communications Manager.

7. **CONSENT CALENDAR:**

A. Proclamation by the Mayor Proclaiming April 2021 as **Child Abuse Prevention and Awareness Month** in the City of Show Low.

- B. Proclamation by the Mayor Proclaiming April 2021 as **Fair Housing Month** in the City of Show Low.
- C. Proclamation by the Mayor Proclaiming April 30, 2021 as **Arbor Day** in the City of Show Low.
- D. Proclamation by the Mayor Proclaiming April 11 through 17, 2021 as **Public Safety Telecommunicators Week** in the City of Show Low.
- E. Consideration of Acceptance of Deuce of Clubs and White Mountain Road Waterline Crossing Replacement, City of Show Low Project No. W-2120. (Shane Hemesath)
- F. Consideration of Approval of Addendum No. 1 to Intergovernmental Agreement with Arizona Department of Transportation for Utility Adjustments for US60 and SR260. (Shane Hemesath)
- G. Consideration of Approval of Sublease Agreement Between O & O Investment LLC and Kokopelli Flying Services LLC and Approval of Commercial Operating Agreement with Kokopelli Flying Services LLC to Operate at Show Low Regional Airport. (Bill Kopp)
- H. Consideration of Acceptance of Grant Funds from the Network of the National Library of Medicine and Authorization of Associated Budget Transfers. (Lisa Lewis)
- I. Consideration of Minutes of Show Low City Council meetings:
  - (1) Regular Meeting of March 16, 2021.
  - (2) Special Meeting of March 23, 2021.
  - (3) Study Session of March 30, 2021.

Ms. Hall read the Public Safety Telecommunicators Week Proclamation aloud.

Mayor Leech asked Mr. Hemesath to give a brief explanation regarding item 7-F (Consideration of Approval of Addendum No. 1 to Intergovernmental Agreement with Arizona Department of Transportation for Utility Adjustments for US60 and SR260.) Mr. Hemesath said last year, the City entered into an intergovernmental agreement with Arizona Department of Transportation (ADOT) to adjust the utilities before the mill and overlay project on US60 and SR260. The project cost was \$108,000, which the City paid. During meetings with Northern Arizona Council of Governments (NACOG), Mr. Hemesath identified savings and unallocated federal funding that was available for fiscal year 2021 construction. Mr. Hemesath requested the allocation from available funding to cover the utility adjustments and refund the City their initial payment to ADOT.

ADOT agreed and sent the addendum no. 1 for the intergovernmental agreement for the Council's approval.

**VICE MAYOR KAKAVAS MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILMAN CLARK; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

8. **NEW BUSINESS:**

- A. Consideration of Appointment of Planning and Zoning Committee Members. (Rachael Hall)

Mayor Leech said there were only three applicants for three open positions.

**COUNCILMAN ADAMS MOVED TO APPOINT ZACHARY BARLOW, JAROM LEWIS, AND DOUGLAS ROBERTS TO THE SHOW LOW PLANNING AND ZONING COMMISSION FOR TERMS EXPIRING MARCH 2025; SECONDED BY COUNCILWOMAN WILSON; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

- B. Consideration of Appointment of Parks and Recreation Advisory Committee Members. (Rachael Hall)

Mayor Leech suggested moving this item until the next regularly scheduled meeting.

**COUNCILMAN HATCH MOVED TO TABLE THIS ITEM UNTIL THE NEXT REGULARLY SCHEDULED MEETING; SECONDED BY VICE MAYOR KAKAVAS; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

- C. Consideration of Appointment of Board of Adjustment Members. (Rachael Hall)

Mayor Leech said there were only two applicants for two open positions.

**COUNCILWOMAN WILSON MOVED TO APPOINT JOHN JARRETT AND JOHN HANNAH TO THE SHOW LOW BOARD OF ADJUSTMENT FOR TERMS ENDING MARCH 2025; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE**

**MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

- D. Consideration of Award of Construction Contract for Citywide Roadway Improvement Projects, City of Show Low Project No. R-1721. (Shane Hemesath)

Mr. Hemesath said the City's fiscal year 2021 capital improvements program budget included \$48,000.00 for a roadway improvement project labeled "6th Street," \$80,202.00 for a roadway improvement project labeled "16th Avenue," \$180,000.00 for a roadway improvement project labeled "Hillcrest Subdivision," and \$165,000.00 for a roadway improvement project labeled "14th Loop Subdivision." These four projects' scope all consisted of pulverizing the existing aging asphalt roadway and installing a new three-inch asphalt overlay. The scope of work also included installing driveway transitions, establishing roadside ditches and shoulders, and adjusting utilities to final asphalt grade. In an effort to increase the economy of scale and reduce redundant costs, the four projects were grouped together into one for construction.

Mr. Hemesath said the project was designed by City engineering staff. The project had a construction estimate of \$587,000.00. The project was publicly bid according to statutory requirements with the following results:

<u>Contractor</u>	<u>Total Bid</u>
Hatch Construction & Paving, Inc.	\$410,280.00
PAP LLC	\$524,255.00
Sunland Asphalt	\$537,770.00
McCauley Construction Inc.	\$558,965.00
Cactus Asphalt	\$605,132.50
Perkins Cinders	\$632,287.40
Surface Contracting	\$636,255.00

Mr. Hemesath said staff recommended awarding the construction contract for the Citywide Roadway Improvement Projects, City of Show Low Project No. R-1721, to Hatch Construction & Paving, Inc. in an amount not to exceed \$410,280.00.

Councilwoman Wilson asked for justification on the cost difference between the bids. Mr. Hemesath said one contractor made their own materials locally which drove the cost down. He said some contractors were not locally based and therefore would have extra costs included in their bid to bring crews in for the project.

**COUNCILMAN CLARK MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR THE CITYWIDE ROADWAY IMPROVEMENT**

**PROJECTS, CITY OF SHOW LOW PROJECT NO. R-1721, TO HATCH CONSTRUCTION AND PAVING, INC. IN AN AMOUNT NOT TO EXCEED \$410,280.00; SECONDED BY COUNCILWOMAN WILSON; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

- E. Consideration of Approval of Professional Services Contract with Sports Facilities Advisory, LLC. (Steve North)

Mr. North said that Sports Facilities Advisory, LLC (SFA) was commissioned in 2019 to help the City of Show Low establish a vision, gather initial support, and conduct market research on a combined sports/events/convention facility. The initial study was followed up in 2020 by a second study to vet the facility concept for financial and market feasibility. SFA concluded through the two studies that a sports/events/convention facility in Show Low could become a premiere venue to attract visitors and spending, have a significant economic and social impact on the entire region, and also achieve operational sustainability.

Mr. North said that SFA recommended conducting a third and final planning study to take a deeper dive to include identifying potential funding sources and approaches to secure funding; assessing the proposed site and the surrounding areas for development opportunities; engaging a design firm to create site and floor plans; creating a project pitch deck to help engage potential partners; engaging potential partners, funding sources and community champions to generate project momentum; assessing the likelihood of funding the project; and establishing a plan to move the project forward, if justified by the study. The planning study would not exceed \$60,000.00 as outlined in the scope of work with up to an additional \$15,000.00 for conceptual drawings and travel. This final phase three planning study would be completed in approximately 90 days after the agreement with SFA was executed at a cost not to exceed \$75,000.00.

Mr. North said that staff recommended approving a professional services contract with Sports Facility Advisory, LLC to conduct a third and final planning study on the feasibility of a combined sports/events/convention facility.

Councilwoman Wilson asked if the \$75,000.00 was included in the overall project cost. Mr. North said yes, the \$75,000.00 was projected in the overall project costs if the City went forward with the facility.

Councilman Adams asked if conceptual drawings could be drawn with additional outdoor fields. Mr. North said yes, the City could ask for drawings that included outdoor fields at a later time, but this phase would concentrate only on the facility.

Councilman Clark suggested having the facility and outdoor fields added together to show a total for the entire project. Mr. Muder said conceptual plans had been created for the entire facility but the outdoor fields were not part of the contract with SFA. He said Ironside Engineering had already designed conceptual plans for the fields and said that project could be accomplished within the City for the Council to review.

Mayor Leech and Vice Mayor Kakavas discussed the importance of having the conceptual plans for the facility to show details of meeting room spaces and what the facility could be used for. Mr. North said the idea of the facility was to be multipurpose. Mr. Muder said the conceptual plans would also help with identifying what partners would want to be involved with this project.

**COUNCILMAN CLARK MOVED TO APPROVE A PROFESSIONAL SERVICES CONTRACT WITH SPORTS FACILITIES ADVISORY, LLC, TO CONDUCT A FUNDING AND PARTNERSHIP FEASIBILITY STUDY FOR A PROPOSED SPORTS/EVENTS CENTER/CONVENTION FACILITY IN AN AMOUNT NOT TO EXCEED \$75,000.00; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

9. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Hatch encouraged citizens to prepare for possible wildfires this season.

B. Mayor

Mayor Leech said the City continued to plan for the eighth annual BBQ Throwdown special event that was scheduled for May 1. There would also be a Kids-Q, where children could prepare and cook a pork chop for prizes.

C. City Manager

Mr. Muder said in public works projects, next week the city's contractor will begin construction on the 11th Avenue waterline replacement from Owens



(near the aquatic center) going north to West McNeil, and should be completed in 60 days. Construction is scheduled to begin the first week of May on the 8th Avenue and Huning waterline project. Arizona Department of Transportation is planning to award the Deuce of Clubs and White Mountain Road mill and overlay projects at the April 16 State Transportation Board meeting. He thanked citizens for their patience as the City made important improvements to infrastructure.

Mr. Muder said the annual MLK Day of Service, when volunteers worked on a community project, was scheduled for April 24. This year, due to COVID-19, the City would assign smaller groups to work on projects for the community.

Mr. Muder said there would be a ribbon cutting event on April 17, for the Adams Cabin located on City hall property.

10. **SCHEDULING OF MEETINGS:**

Scheduling of meetings, which may be brought up at this time.

Mr. Muder said a town hall for citizen input and budget study session would be held next Thursday, April 15, beginning at 6:00 p.m. in the Council Chambers.

**VICE MAYOR KAKAVAS MOVED TO RECESS INTO EXECUTIVE SESSION TO DISCUSS ANNUAL EVALUATION OF CITY MANAGER, CITY ATTORNEY, AGREEMENT FOR ACQUISITION OF A.P. NOS. 210-17-001, 210-17-022, 210-14-049, 210-14-050C AND 210-14-050D, IRRIGATION SHARES AND REVIEW THE EXECUTIVE SESSION MINUTES OF FEBRUARY 16 AND MARCH 23, 2021; SECONDED BY COUNCILMAN CLARK; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR**

The Show Low City Council recessed in Executive Session at 7:59 p.m.

11. **EXECUTIVE SESSION.**

A. Confidentiality Statement.

B. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee of any public body. Pursuant to A.R.S. Section 38-431.03(A)(1).

(1) Annual Evaluation of City Manager.

- (2) Annual Evaluation of City Attorney.
- C. Discussion or consultation for legal advice with the attorney or attorneys of the public body or with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property pursuant to A.R.S. Sections 38-431.03(A)(3) and 38-431.03(A)(7).
  - (1) Agreement for Acquisition of A.P. Nos. 210-17-001, 210-17-022, 210-14-049, 210-14-050C and 210-14-050D.
- D. Discussion or consultation for legal advice with the attorney or attorneys of the public body or with designated representatives of the public body in order to consider its position and instruct its representatives pursuant to A.R.S. Sections 38-431.03(A)(3) and 38-431.03(A)(4).
  - (1) Irrigation Shares.
- E. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. Pursuant to A.R.S. Section 38-431.03(A)(2).
  - (1) Executive Session Minutes of February 16 and March 23, 2021.

12. **POST EXECUTIVE SESSION.**

Consideration of any item on the Executive Session portion of this agenda, which the Council may wish to take action upon in Open Session.

The Show Low City Council reconvened into Open Session at 8:57 p.m.

**VICE MAYOR KAKAVAS MOVED TO APPROVE THE SAME MERIT INCREASE FOR THE CITY MANAGER AND CITY ATTORNEY AS RECEIVED BY OTHER CITY EMPLOYEES, RETROACTIVE TO THE FIRST PAY PERIOD OF FISCAL YEAR 2020-21 WITH THE AMENDMENT TO THE CITY MANAGER'S CONTRACT THAT THE CITY MANAGER WOULD RECEIVE THE SAME COST OF LIVING ADJUSTMENT AS RECEIVED BY OTHER CITY EMPLOYEES ON THE FIRST PAY PERIOD OF FISCAL YEAR 2021-22; SECONDED BY COUNCILMAN CLARK KAKAVAS; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

- A. Consideration of Approval of the Minutes of the Executive Session of the Show Low City Council Held on February 16 and March 23, 2021.

**COUNCILWOMAN WILSON MOVED TO APPROVE THE EXECUTIVE SESSION MINUTES OF FEBRUARY 16 AND MARCH 23, 2021 WITH AMENDED CHANGES ON MARCH 23 MINUTES AS DISCUSSED DURING EXECUTIVE SESSION; SECONDED BY COUNCILMAN CLARK; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, AND WILSON VOTING IN FAVOR.**

13. **ADJOURNMENT.**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF APRIL 6, 2021 AT 9:00 P.M.**

ATTEST:

APPROVED:

\_\_\_\_\_  
Rachael Hall, City Clerk

\_\_\_\_\_  
John Leech, Jr., Mayor

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**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **REGULAR MEETING** of the City Council of Show Low held on April 6, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Rachael Hall, City Clerk