

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, MARCH 15, 2022, AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

1. Call to Order.

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

2. Roll Call.

**COUNCIL MEMBERS PRESENT:** Vice Mayor Kakavas, Councilman Adams, Councilman Allsop, and Councilman Hatch.

**COUNCIL MEMBERS ABSENT:** Mayor Leech, Councilman Clark, and Councilwoman Wilson.

**STAFF MEMBERS PRESENT:** Ed Muder, City Manager; Morgan Brown, City Attorney; Jeff McNeil, Police Commander; Bill Kopp, Public Works Director; Justen Tregaskes, Planning and Zoning Director; Jay Brimhall, Community Services Director; Jacob Allen, Airport Manager; Lisa Robertson, Grants and Transit Manager; Grace Payne, Communications Manager; Nicole Hudson, Deputy City Clerk; and Rachael Hall, City Clerk.

**GUESTS:** Bruce Ironside, Jeannie Amato, Patricia Duran, Stefan, Kim, and Ryan Wehnau, Curt Fernau, John Hannah, Jodi Whitehead, and others.

3. Invocation.

Councilman Allsop gave the invocation.

4. Pledge of Allegiance.

Councilman Hatch 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.

Ryan Wehnau invited the Council to attend a demonstration of the Show Low High School Cougar Pride Robotics 8087 team robot on March 24 at 5:30 p.m. at the old bus barn located on Cougar Lane.

Stefan Wehanu, Show Low Chamber of Commerce Board President, said there would be a ribbon cutting at the new C-A-L Ranch facility on Thursday, March 17 at 3:30 p.m. He said there would also be a business after hours event that same evening at 5:00 p.m. at Re/Max Fine Properties, The Aguilera Team.

6. **CONSENT CALENDAR:**

- A. Consideration of Resolution No. R2022-07 Approving Submitting Application for 2022 Rebuilding American Infrastructure with Sustainability and Equity Grant Program for Scott Ranch Road Bridge Project. (Lisa Robertson)
- B. Consideration of Noncommercial Ground Lease with Dennis and Karen Quincey and Termination of Noncommercial Ground Lease with Rory W. Ray Trust Dated February 23, 2011, at Show Low Regional Airport. (Jacob Allen)
- C. Consideration of Minutes of Show Low City Council meetings:
  - (1) Special Meeting of February 22, 2022.
  - (2) Study Session of March 1, 2022.
  - (3) Regular Meeting of March 1, 2022.

**COUNCILMAN ALLSOP MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILMAN HATCH; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

7. **NEW BUSINESS:**

- A. Consideration of Approval of Preliminary Development Plan for Woodside Recreation Vehicle Park. (Justen Tregaskes)

Mr. Tregaskes said at its regular meeting of March 8, 2022, the Planning and Zoning Commission voted 5-0 (Commissioner Hilgart absent, Vice-Chair Barlow declaring a conflict) to approve the Preliminary Development Plan (PDP) application submitted by Bruce Ironside, of IKD Investment, L.L.C., for a project to be called Woodside Recreational Vehicle Park (RV Park). This project was proposed to be located within the White Mountain Vacation Village property boundary and was approximately 7.24 acres in size. Maximum proposed total unit count was 84 units.

Mr. Tregaskes said Ordinance 364, approved by the City Council in July of 1993 established the White Mountain Vacation Village (WMVV) Planned Unit Development (PUD). This PUD established the criteria for development within White Mountain Vacation Village, including the allowance for private streets, with a minimum width of 12 feet, and 100 acres of RV Park, with a maximum overall density of 13.5 units per acre. This ordinance was included in the packet for review.

Mr. Tregaskes said the submitted PDP indicated an overall density of 11.6 units per acre, with 25-foot-wide private roads consisting of an 18-foot-wide improved surface and modified roll curb. Area A of the Woodside PDP would include 84 rental RV sites, a storage facility, activity center, and laundry facilities. Area B of the Woodside PDP would include a sales/construction office and snack shop or light eatery. Additionally, a trail had been proposed as a part of this development.

Mr. Tregaskes said prior phases of WMVV had been developed as subdivisions, with each lot being owned by individual property owners. Like Woodfield, the applicant had stated that they were proposing to utilize this project as an RV Park, with the lots being rented to individuals rather than being sold. This was consistent with the Conceptual Masterplan which indicated that up to 100 acres of WMVV may be utilized as an RV Park.

Mr. Tregaskes said staff had reviewed the submitted PDP and had found it met the requirements of City Code as well as the WMVV PUD requirements.

**COUNCILMAN ALLSOP MOVED TO APPROVE THE PRELIMINARY DEVELOPMENT PLAN FOR WOODSIDE RECREATIONAL VEHICLE PARK, A 84-LOT RECREATIONAL VEHICLE PARK LOCATED IN THE WHITE MOUNTAIN VACATION VILLAGE DEVELOPMENT, SUBJECT TO THE CONDITIONS OF APPROVAL SPECIFIED BY THE PLANNING AND ZONING COMMISSION; SECONDED BY COUNCILMAN ADAMS; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- B. Consideration of Adoption of Resolution No. R2022-08 Rescinding Resolution No. R2019-32, Adopting New Fee Schedule for Show Low Family Aquatic Center and Establishing an Effective Date. (Jay Brimhall)

Mr. Brimhall said on December 3, 2019, the City Council adopted Resolution No. R2019-32 which adopted a new fee schedule for the Show Low Family Aquatic Center. Staff recommended changing the aquatic

center rental fee from \$75.00 to \$100.00 to reflect the increase in staffing costs. This fee had not been changed since it was implemented in 1994.

Mr. Brimhall said staff had considered the upgrades that have been made to the aquatic center and staff believed it was necessary to protect the City's investment in the facility. Staff also recommended implementing a refundable cleaning and damage deposit of \$100.00. All other fees would remain unchanged.

Mr. Brimhall said these proposed fees mirrored what was presented to the Council at the Council Retreat on October 18, 2021.

Mr. Brimhall said the attached comparative chart showed the proposed changes to the current fee schedule. The changes were reflected in the resolution. All fees would become effective on April 14, 2022.

**COUNCILMAN ADAMS MOVED TO ADOPT RESOLUTION NO. R2022-08 RESCINDING RESOLUTION NO. R2019-32, ADOPTING A NEW FEE SCHEDULE FOR THE SHOW LOW FAMILY AQUATIC CENTER AND ESTABLISHING AN EFFECTIVE DATE; SECONDED BY COUNCILMAN ALLSOP; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- C. Consideration of Resolution No. R2022-06 Rescinding Resolution No. R2019-10 and Adopting Use Agreement, Policy, and Fees for City Recreational Facilities and Athletic Fields. (Jay Brimhall)

Mr. Brimhall said on April 16, 2019, the City Council adopted Resolution No. R2019-10 which approved fees and a use agreement that included policies and procedures for using recreational facilities and athletic fields. With the increasing number of rental requests from outside organizations and individuals wishing to use City recreational facilities and athletic fields and the City's investment in the facilities, staff believed it was necessary to protect the facilities.

Mr. Brimhall said staff recommended changing the refundable cleaning and damage deposit for pavilion rentals from \$50.00 to \$100.00 with the rental fee to remain the same at \$25.00 per day and changing the refundable cleaning and damage deposit for the use of fields and/or concession stands from \$250.00 to \$500.00 with the rental fee of \$100.00 per day to remain the same. Staff also recommended changing the key rental fee from \$15.00 to \$25.00 due to the increase in costs to obtain the key cards when they needed replaced.

Mr. Brimhall said to protect the new vinyl sports court at the City Campus Gym and the future planned improvements that would be made to the facility, staff proposed implementing a refundable cleaning and damage deposit of \$500.00 with the rental fee of \$20.00 per hour to remain the same.

Mr. Brimhall said staff also recommended waiving the special event permit fee that was charged by the Planning and Zoning department when a special event was held on City property since the Recreation department charged a \$250.00 special event fee for special events held on City property.

Mr. Brimhall said the proposed fees and changes mirrored what was presented to the Council at the Council Retreat on October 18, 2021.

Mr. Brimhall said the attached comparative chart showed the proposed changes to the current fee schedule. The changes were reflected in the resolution. All fees would become effective on April 14, 2022.

Councilman Allsop asked if the deposit amounts were refundable. Mr. Brimhall said yes, the deposit amounts were refundable as long as no damage had been done to the facility.

**COUNCILMAN HATCH MOVED TO ADOPT RESOLUTION NO. R2022-06 RESCINDING RESOLUTION NO. R2019-10 AND ADOPTING A USE AGREEMENT, POLICY, AND FEES FOR CITY RECREATIONAL FACILITIES AND ATHLETIC FIELDS; SECONDED BY COUNCILMAN ADAMS; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- D. Consideration of Award of Contract for Aviation Fuel Vendor at Show Low Regional Airport. (Jacob Allen)

Mr. Allen said the Show Low Regional Airport typically contracted a fuel supplier for aviation fuels for resale for five-year periods, with the option for renewal for two additional two-year periods. Jet fuel (JET-A) and Avgas (100LL) were shipped in from Phoenix, the closest location. The City resold significantly more Jet fuel than Avgas. Ascent Aviation Group was the airport's current fuel supplier and had been serving the City of Show Low since 2003.

Mr. Allen said staff published a Request for Proposals (RFP) for a fuel supplier for aviation fuels at the airport and opened bids on February 18, 2022. Four fuel suppliers responded: Ascent Aviation Group Inc. (Phillips

66), Campbell Oil Company (Phillips 66) Epic Aviation, LLC (Epic Fuels), and Avfuel Corporation (Avfuel).

Mr. Allen said airport staff had ranked the four bids received according to the selection criteria in the RFP and based on the rankings, Ascent Aviation Group, Inc. had the superior bid proposal. The selection criteria and rankings were attached for the Council's information.

Mr. Allen said staff recommended awarding the bid for aviation fuel to Ascent Aviation Group, Inc and authorizing the Mayor to sign the agreement.

Councilman Hatch asked Mr. Allen to clarify the rankings. Mr. Allen said the rankings were weighted with thirty percent given for pricing, thirty percent given for supply, thirty percent given for supply, and ten percent given for other criteria such as fringe benefit programs. He said each category had a high score of four points. The final scores were Ascent Aviation with 16 points, Campbell Oil with 11 points, Avfuel Corporation with 12 points, and Epic Aviation with 12 points.

**COUNCILMAN ALLSOP MOVED TO AWARD THE BID FOR AVIATION FUEL VENDOR TO ASCENT AVIATION GROUP, INC. AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT; SECONDED BY COUNCILMAN ADAMS; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- E. Consideration of Award of Construction Contract for Water Storage Tank 8B Construction, City of Show Low Project No. W-2222. (Bill Kopp)

Mr. Kopp said the City's fiscal year 2022 Capital Improvement Plan budget included funding for the design and construction of a one-million-gallon water storage tank. This water tank would be located adjacent to the existing tank 8 on Sage Lane in the Torreon subdivision. The additional storage would add needed capacity to the City's water system, improve redundancy in the supply, and increase the supply during high demand periods. The project was designed by Pacific Advanced Water Engineering.

Mr. Kopp said a request for bids was prepared by City engineering staff and advertised per statutory requirements. Three bids were received. The results were as follows.

Contractor  
Paso Robles Tank, Inc.

Base Bid  
\$1,549,350.00

Southwest Tank and Steel	\$1,696,071.33
Conco Concrete Specialties, LLC	\$2,245,500.00

Mr. Kopp said the low bidder, Paso Robles Tank, Inc. had installed dozens of water storage tanks across the western United States. Staff felt that they were highly qualified to perform this work.

Mr. Kopp said staff recommended awarding the construction contract for the Water Storage Tank 8B Construction, City of Show Low Project No. W-2222, to Paso Robles Tank, Inc. in an amount not to exceed \$1,549,350.00 and approve the associated budget transfers

**COUNCILMAN HATCH MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR THE WATER STORAGE TANK 8B CONSTRUCTION, CITY OF SHOW LOW PROJECT NO. W-2222, TO PASO ROBLES TANK, INC. IN AN AMOUNT NOT TO EXCEED \$1,549,350.00 AND APPROVE THE ASSOCIATED BUDGET TRANSFERS; SECONDED BY COUNCILMAN ALLSOP; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- F. Consideration of Award of Construction Contract for BMX Track Lighting, City of Show Low Project No. FM-4722. (Bill Kopp)

Mr. Kopp said the City's fiscal year 2022 Capital Improvement Plan budget included funding for the installation of LED lighting for the BMX Track at Nikolaus Homestead Park. The lighting would be supplied and installed by Wesco Distribution under Sourcewell Contract #121218-WES.

Mr. Kopp said the new track operators, the Bagge family, had successfully booked a large state-sanctioned race for this June. This race should attract over 1,200 riders. The addition of the lighting would help attract additional larger events.

Mr. Kopp said staff recommended awarding the construction contract for the BMX Track Lighting, City of Show Low Project No. FM-4722, to Wesco Distribution in an amount not to exceed \$109,555.68 and approving the associated budget transfers.

Vice Mayor Kakavas asked about the events that were held in 2021 at the BMX track. Mr. Kopp said there were lessons and weekly races at the BMX track and there was also a large state-sanctioned race which attracted approximately 400 riders and 1,200 to 1,500 spectators. He said this year's state-sanctioned race was estimating 1,200 riders which would equate to several thousand visitors to the area.

Councilman Allsop asked if the lighting at the BMX track would be shielded from homes. Mr. Kopp said yes, the lights that would be installed would have adequate shielding.

**COUNCILMAN ALLSOP MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR THE BMX TRACK LIGHTING, CITY OF SHOW LOW PROJECT NO. FM-4722, TO WESCO DISTRIBUTION IN AN AMOUNT NOT TO EXCEED \$109,555.68 AND APPROVE THE ASSOCIATED BUDGET TRANSFERS; SECONDED BY COUNCILMAN ADAMS; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

- G. Consideration of Award of Contract for Water Tank Inspection and Repair, City of Show Low Project No. W-4822. (Bill Kopp)

Mr. Kopp said the City's fiscal year 2022 Capital Improvement Plan budget included funding for inspection and repair of water storage tanks. The work would be performed by Arizona Commercial Diving Services, Inc. under a cooperative contract with the City of Glendale. The City Council approved the use of this cooperative contract at their meeting on February 1, 2022.

Mr. Kopp said the scope of work would include cleaning the interior of the tank, then inspecting, and detecting leaks. Any leaks encountered would be repaired. The work would be performed by commercial divers. The cost for each tank would depend on the amount of repairs required. This company also performed emergency repairs to tank 6A last January. The repairs for tank 6A cost about \$25,000.00 and this tank required a large amount of repair.

Mr. Kopp said a daily rate sheet was attached with the staff summary. It was anticipated that most tanks would take four-to-five days for a complete service.

Mr. Kopp said staff recommended awarding the construction contract for Water Tank Inspection and Repair, City of Show Low Project No. W-4822 to Arizona Commercial Diving Services, Inc. in an amount not to exceed \$200,000.00.

Councilman Allsop asked if the contract was for one tank. Mr. Kopp said, no, the contract was for the inspection and repair of the remaining nine tanks.



Councilman Allsop asked if the water tanks were inspected and repaired annually. Mr. Kopp said the tanks had not been inspected or repaired in a very long time.

Councilman Allsop asked if the inspection and repair of the tanks could be scheduled to be done quarterly, annually, or every five years. Mr. Kopp said yes, after the contractor inspected the tanks, they would provide input about the time frame for future inspections.

Councilman Adams asked how old the water tanks were. Mr. Muder said the newest tank was installed at Show Low Bluff in 2006 and the other tanks were older.

**VICE MAYOR KAKAVAS MOVED TO AWARD THE CONTRACT FOR WATER TANK INSPECTION AND REPAIR, CITY OF SHOW LOW PROJECT NO. W-4822 TO ARIZONA COMMERCIAL DIVING SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$200,000.00; SECONDED BY COUNCILMAN HATCH; PASSED 4 TO 0 WITH VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, ALLSOP, AND HATCH VOTING IN FAVOR.**

8. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Adams reminded everyone that fire season was upcoming and encourage everyone to be cautious.

Councilman Allsop said this week was spring break and reminded everyone to be aware of kids around town. He encouraged everyone to support the local school kids who were involved in baseball, softball, and track.

Vice Mayor Kakavas asked everyone to be safe and alert during spring break.

B. Mayor

None.

C. City Manager

Mr. Muder said the recreation department had started making plans for the Easter event that was scheduled for April 9, for ages one to ten at the Senior Field in the Show Low City Park.

Mr. Muder said the recreation department was still accepting registrations for the 100 Mile Challenge until the kick-off event on March 23.

Mr. Muder said the Show Low Senior Center was hosting “Famous Pat’s Place St. Patrick’s Day Special” luncheon on March 17, which would include a corned beef and cabbage meal.

Mr. Muder said in public works projects, the City’s contractor continued working on the sewer project on McNeil from 4th to 8th Avenue and by Days Inn. Grading had begun on the pad at the Frontier parking lot and work had resumed at the City Campus parking lot with the contractor working on the subgrade and retaining wall work. Arizona Department of Transportation notified staff that the mill and overlay work on White Mountain Road would start back up the first week of April. He thanked the citizens for their patience as important improvements were made to the City.

9. **SCHEDULING OF MEETINGS:**

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

Vice Mayor Kakavas said there would be a study session on Tuesday, April 5, at 6:30 p.m. to discuss the draft recommended budget for fiscal year 2023.

10. **ADJOURNMENT.**

There being no further business to be brought before the Council, **VICE MAYOR KAKAVAS ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF MARCH 15, 2022, AT 7:41 P.M.**

ATTEST:

APPROVED:

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

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

**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 March 15, 2022. 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