

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, FEBRUARY 4, 2020 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

1. Call to Order.

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

2. Roll Call.

**COUNCIL MEMBERS PRESENT:** Mayor Seymore, Vice Mayor Allsop, Councilman Hatch, Councilwoman Kakavas, Councilman Kelley, and Councilman Leech.

**COUNCIL MEMBERS ABSENT:** None.

**STAFF MEMBERS PRESENT:** Ed Muder, City Manager; F. Morgan Brown, City Attorney; Justin Johnson, Deputy City Manager; Bill Kopp, Public Works Director; Joe Shelley, Police Chief; Jay Brimhall, Community Services Director; Lisa Robertson, Grants/Transit Manager; Rachael Hall, Assistant City Clerk; and Tamra Reidhead, City Clerk.

**GUESTS:** Dawn Wilson, Neil Traver, Jack Latham, Brandt Clark, and others.

3. Invocation.

Vice Mayor Allsop gave the invocation.

4. Pledge of Allegiance.

Mayor Seymore let 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 of Midyear Financial Report for Fiscal Year Ending June 30, 2020. (Justin Johnson)

Mr. Johnson said the benchmark for both revenues and expenditures from July 1 through December 31 was 50%. He would review General Fund revenues and expenses, sales tax revenues, key revenues and expenses compared to the budget, and then review debt service.

Mr. Johnson said General Fund revenues were at 54.0% of the budget. The General Fund expenditures were at 35.9%. The city magistrate budget was elevated because the full intergovernmental agreement rate was paid to the County at the first of the year.

Mr. Johnson said sales tax collections and franchise taxes were at 57.7%, up 4.79% when compared to collections at the same time last year.

Mr. Johnson said Highway User Revenue Funds were at 46.3%. The fines and forfeitures, which included all fines and fees collected by the court, were at 76.5% of the budget.

Mr. Johnson said airport revenues, consisting of leases and fees, were at 32.8%, the rate was low because of a project that was awaiting approval and funding to be received. Fuel, oil, and resale were at 56.5%.

Mr. Johnson said utility fund revenues comprised water, wastewater, and sanitation. Water was at 52.1% of budgeted revenues, wastewater was at 45.3%, and sanitation was at 45.1%.

Mr. Johnson said utility fund expenses for water and wastewater were at 41% and 42%, respectively, but would increase as the year progressed.

Mr. Johnson said the payment for Public Safety Personnel Retirement System would not show up under debt service but that was a priority for the City to fund. Currently, the City's liability was 72.5% funded. The City planned to contribute additional payments in June, which should increase the City's funded status to about 80%, well above the State average.

**7. CONSENT CALENDAR:**

- A. Consideration of Resolution No. R2020-03 Authorizing Submitting Application to Arizona Department of Transportation for Federal Transit Administration (Section 5311) Funding. (Lisa Robertson)
- B. Consideration of Minutes of Show Low City Council meetings:

- (1) Joint Study Session Meeting Minutes of January 14, 2020.
- (2) Special Meeting Minutes of January 14, 2020.
- (3) Study Session Minutes of January 21, 2020.
- (4) Regular Meeting of January 21, 2020.

**VICE MAYOR ALLSOP MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILWOMAN KAKAVAS; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

8. **OLD BUSINESS:**

- A. Consideration of Replacing a City Council Member.

**COUNCILWOMAN KAKAVAS MOVED TO REMOVE THIS ITEM FROM THE TABLE; SECONDED BY COUNCILMAN LEECH; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

Vice Mayor Allsop said the Council had appointed members in several different ways in the past and suggested opening it up to anyone who would be interested in filling the vacancy. The Council could then interview those who were interested and make a selection after interviews.

Mr. Brown said staff would need specific directions such as a timeline of when to solicit interest and also when to schedule interviews.

Mayor Seymore suggested making a decision and the appointment at the next Council meeting on March 17. He suggested requesting letters of interest and a resume so they would not have to interview each person who might be interested if there was a lot of interest shown.

**COUNCILMAN KELLEY MOVED TO SOLICIT LETTERS OF INTEREST THROUGH FEBRUARY 28 AND TO SCHEDULE INTERVIEWS ON MARCH 10 AND, IF NEEDED, MARCH 17, AND ANTICIPATE MAKING THE APPOINTMENT AT THE COUNCIL MEETING ON MARCH 17, AND FURTHER, DIRECTED STAFF TO CREATE A QUESTIONNAIRE FOR INTERESTED INDIVIDUALS TO COMPLETE; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

**9. NEW BUSINESS:**

- A. Consideration of Resolution No. R2020-04 Authorizing Submitting Application for Arizona State Parks Land and Water Conservation Fund Application, Signature and Approval of the Project Agreement for Construction of Inclusive Playground and Splash Pad at Frontier Park. (Lisa Robertson)

Ms. Robertson said on December 18, 2019, the City submitted a pre-application to Arizona State Parks (ASP) for a Land and Water Conservation Fund (LWCF) grant to construct an inclusive playground, an adjoining ADA splash pad, and a lighted parking lot that will provide approximately eight ADA parking spaces at Frontier Park on 9th Place. The LWCF pre-application was approved by ASP on December 20, 2019, authorizing the City to submit a formal LWCF grant application for project construction. The inclusive playground featured a wide range of developmentally appropriate play elements that allowed all children and their families to play together, regardless of their abilities. The adjacent splash pad would be ADA accessible, and the lighted parking lot would contain a minimum of eight parking spaces that meet ADA guidelines for parking standards, and approximately 40 general parking spaces.

Ms. Robertson said the total estimated cost of the project was \$1,200,000. The maximum grant funding available from the ASP Land and Water Conservation Fund was \$600,000. A 50% local match was required for the project, which could be comprised of cash, donated labor, materials, services and/or equipment. The ASP application required the City to certify, by resolution, the approval of the application, signature authorization, the availability of local matching funds, and authorization to sign the Project Sponsor Agreement.

Mayor Seymore said the inclusive playground would not only be for children but also for adults who may have a handicap to play with their children at the playground. He believed it would be well used and embraced by the community.

**COUNCILWOMAN KAKAVAS MOVED TO ADOPT RESOLUTION NO. R2020-04 AUTHORIZING SUBMITTING AN ARIZONA STATE PARKS LAND AND WATER CONSERVATION FUND GRANT APPLICATION, AND FURTHER MOVE TO AUTHORIZE THE MAYOR TO SIGN THE PROJECT SPONSOR AGREEMENT CERTIFYING THE AVAILABILITY OF \$600,000 IN MATCHING FUNDS FOR CONSTRUCTING AN INCLUSIVE PLAYGROUND, ADA SPLASH PAD, AND PARKING AT FRONTIER PARK; SECONDED BY COUNCILMAN LEECH; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND**

**COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

- B. Consideration of Construction Contract for Senior Center Kitchen Expansion, City of Show Low Project No. CS-1220. (Bill Kopp)

Mr. Kopp said the Show Low Senior Center provided food to community members with low to moderate incomes through the Meals on Wheels program and through congregate meals at the Senior Center. The proposed kitchen expansion would add approximately 400 square feet of storage space for bulk goods and include purchasing a commercial refrigerator and freezer.

Mr. Kopp said the City received grant funding for an expansion of the kitchen through the Community Development Block Grant (CDBG) State Special Project account. Federal funding was available on a competitive basis through this program which funded projects to assist persons of low to moderate income, to prevent or eliminate slums or blight, or to solve an urgent need or health hazard.

Mr. Kopp said the project was designed by Loren Saddler Architect. The CDBG approved budget for construction is \$73,000 with a City match of \$16,000 for a total construction budget of \$89,000. The grant request was based on the architect's construction estimate of \$84,000 and an additional \$5,000 for a commercial refrigerator.

Mr. Kopp said the project was publicly bid in accordance with statutory requirements with the following results:

<u>Contractor</u>	<u>Bid</u>
Pointe Companies	\$136,463.07
Restore Pro, Inc.	\$182,120.00
Woodruff Construction	\$214,000.00
Stratton Builders	\$331,113.00

Mr. Kopp said because all of the bids far exceeded the funding amount, staff recommended rejecting all bids for the Senior Center Kitchen Expansion, City of Show Low Project CS-1220. Staff was working with the architect to find cost-cutting items. Staff expected to re-bid the project in the coming weeks.

Mayor Seymore asked if the City could save time by approving the contract with the lowest bidder but including a contingency of making cost reductions and adjustments. Mr. Kopp said the construction would not have to be completed until October, and it would be better to reject all bids, redesign the project, and then rebid the project.

Vice Mayor asked if there would be enough that could be changed on the design to get bids in lower with a \$50,000 difference between the lowest bid and the projected cost estimate. Mr. Kopp believed there were several reasons why the bids were high: 1) contractors were currently busy, 2) contractors were intimidated by the large bid packet since it would be a CDBG project, 3) it was only a 400-square-foot addition and the contractors could not get economy upscale, and 4) the 90-square-foot walk in freezer, which staff would be eliminating from the project.

Councilwoman Kakavas asked for clarification about the cost amount for the 400-square-foot addition. Mr. Kopp said that the project would require special trades to come in and work on the project, and each trade would need to make a profit on the project.

**VICE MAYOR ALLSOP MOVED TO REJECT ALL BIDS FOR THE SENIOR CENTER KITCHEN EXPANSION, CITY OF SHOW LOW PROJECT CS-1220; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

10. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Vice Mayor Allsop said that Main Street continued to work on landscaping on the corner of 9th Street and the Deuce of Clubs.

B. Mayor

Mayor Seymore thanked Council members and others for attending Councilman Crittenden's Celebration of Life last Saturday. He also thanked the Whipple family for hosting their annual Groundhog Day breakfast. He said the City would host the event in the future.

C. City Manager

Mr. Muder said the library was hosting a Harry Potter Book Night at the library on Thursday for youth ages 8 to 18. The event would include a variety of fun wizarding games.

Mr. Muder said the recreation department was selling tickets and would host the Daddy Daughter Dance on February 7 at the city campus gym.

Mr. Muder said registration began on February 3 for spring one-pitch coed softball, and games would begin March 9. He said registration began on February 3 for spring swim lessons and lessons would begin on March 2.

11. **SCHEDULING OF MEETINGS:**

Mayor Seymore said interviews for interested individuals in the open Council member seat would be March 10, tentatively beginning at 6:00 p.m. depending on how many interviews they would need to conduct.

**VICE MAYOR ALLSOP MOVED TO RECESS INTO EXECUTIVE SESSIONS TO DISCUSS THE TRANSITIONAL HOUSING AND REVIEW THE EXECUTIVE SESSION MINUTES OF JANUARY 7, 2020; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

The Show Low City Council recessed into Executive Session at 7:32 p.m.

12. **EXECUTIVE SESSION.**

- A. Confidentiality Statement.
- B. 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 (7).
  - (1) Transitional Housing.
- C. 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 January 7, 2020.

13. **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 8:00 p.m.

- A. Consideration of Approval of the Minutes of the Executive Session of the Show Low City Council Held on January 7, 2020.

**MAYOR SEYMORE MOVED TO APPROVE THE EXECUTIVE SESSION MINUTES OF JANUARY 7, 2020; SECONDED BY VICE MAYOR ALLSOP; PASSED 6 TO 0 WITH MAYOR SEYMORE, VICE MAYOR ALLSOP, AND COUNCIL MEMBERS HATCH, KAKAVAS, KELLEY, AND LEECH VOTING IN FAVOR.**

14. **ADJOURNMENT.**

There being no further business to be brought before the Council, **MAYOR SEYMORE ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF FEBRUARY 4, 2020 AT 8:01 P.M.**

ATTEST:

APPROVED:

\_\_\_\_\_  
Tamra Reidhead, City Clerk

\_\_\_\_\_  
Daryl Seymore, 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 February 4, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

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

(SEAL)

\_\_\_\_\_  
Tamra Reidhead, City Clerk