

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, JUNE 17, 2025, AT 7:00 PM 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 (arrived at 7:04 p.m.), Councilman Hatch, Councilman Judd, and Councilman Whipple

COUNCIL MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: F. Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Mike Mariscal, Community Services Director; Greg Westover, Police Commander; Bill Kopp, Public Works Director; Steve North, Economic Development Director; Ryan Hall, Maintenance Technician IV; Jacob Allen, Airport Manager; Mischa Steinbrecher, Finance Manager; and Rachael Hall, City Clerk.

GUESTS: Doug Roberts and others.

3. Invocation.

Councilman Whipple gave the invocation.

4. Pledge of Allegiance.

Vice Mayor Kakavas 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 shall 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.

Doug Roberts thanked the City Council and City staff for their support during the Cruz'n the Rim Car Show.

6. **SPECIAL EVENTS:**

- A. Recognition of Retiring Employee, Matt Armijo
The City Council recognized Matt Armijo and thanked him for his many years of service to the City.

7. **CONSENT CALENDAR:**

- A. Consideration of Renewal of Agreement with White Mountain Meals on Wheels for Managing the Turn of a Card Community Center for Fiscal Year 2025-26 (Mike Mariscal)
- B. Consideration of Renewal of Agreement with Show Low Historical Society for Fiscal Year 2025-26 (Mike Mariscal)
- C. Consideration of Renewal of Agreement with Show Low Main Street for Fiscal Year 2025-26 (Mike Mariscal)
- D. Consideration of Renewal of Agreement with Show Low Chamber of Commerce for Fiscal Year 2025-26 (Steve North)
- E. Consideration of Adoption of Resolution No. R2025-18 Designating the Chief Fiscal Officer for City of Show Low and Authorization to Submit the Current Fiscal Year's Annual Expenditure Limitation Report (Justin Johnson)
- F. Consideration of Resolution No. R2025-19 Adopting an Annual Policy and Prescribing Procedures for Purchasing from the Mayor and Any Member of the Council (Morgan Brown)
- G. Consideration of Approval of Annual Purchase Orders for Fiscal Year 2026 (Justin Johnson)
- H. Consideration of Acceptance for Show Low Lake Campground Restroom, City of Show Low Project No. FM-3125 (Bill Kopp)
- I. Consideration of Approval of Lochner Task Order 1 for Bidding and Construction Administration of Large Helicopter Parking Pads Project at Show Low Regional Airport (Jacob Allen)
- J. Consideration of Resolution No. R2025-21 Approving Amendment to Intergovernmental Agreement with Navajo County for Use of Community Emergency Notification System (Greg Westover)
- K. Consideration of Minutes of Show Low City Council meetings:
 - 1. Study Session of June 3, 2025
 - 2. Regular Meeting of June 3, 2025

Councilman Clark declared conflict on item 7-J (Consideration of Resolution No. R2025-21 Approving Amendment to Intergovernmental Agreement with Navajo County for Use of Community Emergency Notification System).

Mayor Leech asked that item 7-J (Consideration of Resolution No. R2025-21 Approving Amendment to Intergovernmental Agreement with Navajo County for Use of Community Emergency Notification System) be pulled from the Consent Calendar for approval separately.

COUNCILMAN CLARK MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED EXCEPT FOR ITEM 7-J (CONSIDERATION OF RESOLUTION NO. R2025-21 APPROVING AMENDMENT TO INTERGOVERNMENTAL AGREEMENT WITH NAVAJO COUNTY FOR USE OF COMMUNITY EMERGENCY NOTIFICATION SYSTEM); SECONDED BY COUNCILMAN JUDD; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, CLARK, HATCH, JUDD, AND WHIPPLE VOTING IN FAVOR.

VICE MAYOR KAKAVAS MOVED TO APPROVE ITEM 7-J (CONSIDERATION OF RESOLUTION NO. R2025-21 APPROVING AMENDMENT TO INTERGOVERNMENTAL AGREEMENT WITH NAVAJO COUNTY FOR USE OF COMMUNITY EMERGENCY NOTIFICATION SYSTEM); SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS AND COUNCIL MEMBERS ADAMS, HATCH, JUDD, AND WHIPPLE VOTING IN FAVOR.

8. NEW BUSINESS:

- A. Consideration of Award of Contract to Show Low Construction, Inc. for Large Helicopter Parking Pads at Show Low Regional Airport and Authorization of Associated Budget Transfers (Jacob Allen)

Mr. Allen said bids were received for the large helicopter parking pads at Show Low Regional Airport project on May 8, 2025. One bid was received and was shown in the attached bid tabulation.

Mr. Allen said a great deal of effort was put forth to attract bidders to this project. A total of 43 potential bidders were sent the Invitation for Bids. A total of eight sets of plans and specifications were purchased by potential bidders, plan rooms, and suppliers. A 28-day bid period was established for this project. The advertisement for bids for the project was published for two consecutive weeks as part of the bid period. A pre-bid meeting was held onsite to answer questions and show the project to potential bidders.

Mr. Allen said the bid was reviewed for math errors, bid bonds, addenda acknowledgment and verification of federal disbarment. The bid appeared to be

responsive. A general review of the bid was summarized below:

Show Low Construction, Inc.

Schedule I	\$441,332.60
Add Alternative 1A	\$134,137.81
Add Alternative 1B (for paved tow access)	\$ 64,250.00
Add Alternative 1C	\$ 29,880.00
Schedule II	\$290,038.00
Add Alternative 2A	\$134,137.81
Add Alternative 2B (for paved tow access)	\$ 64,250.00
Add Alternative 2C	\$ 39,270.00
Total	\$1,197,296.22

Mr. Allen said Lochner's recommendation was to award Schedules I and II (without lighting improvements) and add Alternatives 1A, 1C, 2A, and 2C to Show Low Construction, Inc. for a total contract amount of \$906,096.22.

Mr. Allen said a revised grant application would be submitted which would incorporate the recommended bidders proposed cost at a 95% FAA share through Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grants (AIG) funds. Once approved, the revised grant application would be signed and forwarded to the FAA.

Total Project Cost=\$1,189,416.22
FAA Share 95.00% \$ 1,129,945.00
State Share 2.50% \$ 29,735.41
Local Share ±2.50% \$ 29,735.81

Mr. Allen said staff recommended awarding the contract to Show Low Construction, Inc. for Schedules I and II and 1A,1C, 2A, and 2C for the large helicopter parking pads at Show Low Regional Airport, contingent upon receiving concurrence from the FAA Program Manager and receipt of the FAA Grant Agreement, authorizing associated budget transfers, and authorizing the city manager to sign associated documents.

Mayor Leech asked for clarification on the parking of helicopters. Mr. Allen said helicopters would land on the runway and would taxi over to parking, but he said there was a need for more parking and these large parking pads were specifically designed for larger helicopters such as the firefighting helicopters that came every year to the airport.

VICE MAYOR KAKAVAS MOVED TO AWARD THE CONTRACT TO SHOW LOW CONSTRUCTION, INC. FOR SCHEDULES I AND II AND ALTERNATIVES 1A,1C, 2A, AND 2C FOR THE LARGE HELICOPTER PARKING PADS AT SHOW LOW REGIONAL AIRPORT, CONTINGENT UPON RECEIVING CONCURRENCE FROM THE FAA PROGRAM MANAGER AND RECEIPT OF THE FAA GRANT AGREEMENT, AUTHORIZE ASSOCIATED BUDGET

TRANSFERS, AND AUTHORIZE THE CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS; SECONDED BY COUNCILMAN ADAMS; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

B. Approval of Professional Services Agreement for Business Incubator Architectural Services (Bill Kopp)

Mr. Kopp said the City of Show Low had received grant funding from US Economic Development Administration to prepare a planning document to develop a business incubator. The City had selected a vacant school building located at the City Campus, 760 West McNeil in Show Low, Arizona. The single story, brick masonry building was approximately 20,000 square feet. The building would be re-configured and renovated to accommodate a commercial kitchen, office space, conference rooms, a reception area, technology rooms, restrooms and storage space. The grant budget included funding for 75% plans and specifications. This satisfied the planning grant requirements and maximized the available grant funds. The remainder of the design would be performed when construction funding was available.

Mr. Kopp said staff solicited Statements of Qualifications (SOQ) from qualified firms. Six SOQs were received. A seven-member selection committee rated the SOQs and 4Line Studios was the highest ranked firm. 4Line Studios had provided design services for the new Public Works Building and the Recreation building renovations.

Mr. Kopp said staff recommended approving the Professional Service Agreement for the Business Incubator Architectural Services with 4Line Studios in an amount not to exceed \$96,264.00.

COUNCILMAN ADAMS MOVED TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH 4LINE STUDIO FOR THE DESIGN OF THE BUSINESS INCUBATOR BUILDING FOR AN AMOUNT NOT TO EXCEED \$96,264.00; SECONDED BY COUNCILMAN JUDD; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

C. Consideration of Resolution No. R2025-22 Approving an Intergovernmental Agreement with Arizona Department of Water Resources for a Dam Safety Study for Jaques Dam (Bill Kopp)

Mr. Kopp said the City was approached by the Arizona Department of Water Resources (ADWR) regarding the funding of a Dam Safety Study for Jaques Dam at Show Low Lake. This study would be the next step in securing construction funding for future spillway upgrades. The project would be administered by the City and ADWR would reimburse 100% of the costs, up to

\$535,000.00. The project budget was \$535,000.00.

Mr. Kopp said staff recommended adopting Resolution No. R2025-22, approving the intergovernmental agreement with Arizona Department of Water Resources for a Dam Safety Study for Jaques Dam.

COUNCILMAN WHIPPLE MOVED TO ADOPT RESOLUTION NO. R2025-22 APPROVING THE INTERGOVERNMENTAL AGREEMENT WITH ARIZONA DEPARTMENT OF WATER RESOURCES FOR A DAM SAFETY STUDY FOR JAQUES DAM; SECONDED BY COUNCILMAN HATCH; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- D. Consideration of Approval of Professional Services Contract for Dam Safety Study for Jaques Dam (Bill Kopp)

Mr. Kopp said in anticipation of grant funding from Arizona Department of Water Resources, City staff solicited a Request for Qualifications (RFQ) for engineering services to prepare a Dam Safety Study for Jaques Dam at Show Low Lake. This study would be the next step in securing construction funding for future spillway upgrades. The project would be administered by the City and ADWR would reimburse 100% of the costs. The project budget was \$535,000.00

Mr. Kopp said the project was advertised per statutory requirements. Two SOQs were received and Tetra Tech was selected.

Mr. Kopp said staff recommended approving the professional services contract for the Jaques Dam Safety Study City of Show Low Project No. FM-4125 to Tetra Tech in an amount not to exceed \$535,000.00.

VICE MAYOR KAKAVAS MOVED TO APPROVE THE PROFESSIONAL SERVICES CONTRACT FOR THE JAQUES DAM SAFETY STUDY CITY OF SHOW LOW PROJECT NUMBER FM-4125 TO TETRA TECH IN AN AMOUNT NOT TO EXCEED \$535,000.00; SECONDED BY COUNCILMAN ADAMS; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- E. **PUBLIC HEARING** Regarding Final Budget for Fiscal Year Ending June 30, 2026, and Proposed Secondary Property Tax Levy and Consideration of Resolution No. R2025-20 Adopting the Final Budget for Fiscal Year Ending June 30, 2026 (Justin Johnson)

Mr. Johnson said on June 3, 2025, the City Council adopted Resolution No. R2025-16 approving the tentative budget for fiscal year 2026 in the amount of \$133,146,984.00. As required by state statute, the tentative budget was published

twice in the local newspaper, and a public hearing was to be held tonight. The state budget forms (Exhibit A to Resolution No. R2025-20) were identical to the adopted tentative budget and represent all the information that has been presented to the Council to date. Following a public hearing on this budget and the proposed secondary tax levy, the Council would be asked to approve this budget as the final budget for the City of Show Low for the fiscal year ending June 30, 2026. Approval of the secondary tax levy would be considered at the July 15, 2025, meeting.

Mr. Johnson reviewed the budget. The presentation would be attached to the minutes.

Mayor Leech opened the matter for a public hearing. There being no input, Mayor Leech closed the public hearing.

VICE MAYOR KAKAVAS MOVED TO ADOPT RESOLUTION NO. R2025-20 ADOPTING THE FINAL BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026, IN THE AMOUNT OF \$133,146,984.00; SECONDED BY MAYOR LEECH; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

9. **AT THIS TIME, THE CITY COUNCIL WILL RECESS INTO A SPECIAL MEETING OF THE SHOW LOW BLUFF COMMUNITY FACILITIES DISTRICT BOARD TO ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2025-26 FOR THE DISTRICT:**

The Show Low City Council recessed into a Special Meeting of the Show Low Bluff Community Facilities District Board at 7:32 p.m. The Show Low City Council reconvened at 7:36 p.m.

10. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Vice Mayor Kakavas wished everyone a Happy Fourth of July.

B. Mayor

Mayor Leech encouraged citizens to drive cautiously in the City during the summer months. He reminded residents that the City was still in Stage 2 Fire Restrictions.

C. City Manager

Mr. Brown said this Saturday, the City was hosting a free Family Fishing Day at Fools Hollow Lake. Also, this Saturday, there would be a Community Old Stuff Sale at Frontier Fields.

Mr. Brown said the Fourth of July festivities on Friday, July 4, would begin with the annual parade at 9:00 a.m. along the Deuce of Clubs. The wet zone would take place immediately following the parade at Frontier Fields. Then at 3:00 p.m., the gates would open at the Show Low High School football stadium complex for the FreedomFest, with music, food vendors, and kids' activities. Fireworks display would begin at 9:00 p.m., weather permitting. Information about traffic detours and a list of events was posted on our website.

11. **SCHEDULE OF MEETINGS:**

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

Mr. Brown said there would be a joint study session with the Show Low School Board on June 19, 2025, at 6:00 p.m. at City Hall.

Mr. Brown said the next regular City Council meeting would be Tuesday, July 15.

12. **ADJOURNMENT:**

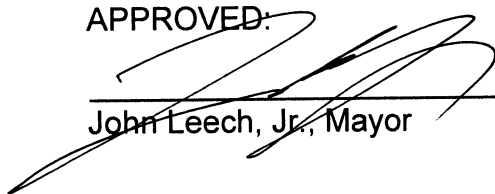
There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF JUNE 17, 2025, AT 7:41 P.M.**

ATTEST:



Rachael Hall, City Clerk

APPROVED:

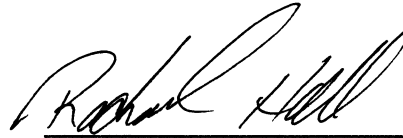


John Leech, Jr., Mayor

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 June 17, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 15th day of July, 2025.

A handwritten signature in black ink, appearing to read "Rachael Hall", is written over a horizontal line.

Rachael Hall, City Clerk