

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, NOVEMBER 7, 2023, 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 Allsop, Councilman Hatch, Councilman Judd, Councilman Clark

COUNCIL MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Brad Provost, Police Chief; Justen Tregaskes, Planning and Zoning Director; Shane Hemesath, City Engineer; Jacob Allen, Airport Manager; Kathy Clements, Assistant City Clerk; and Rachael Hall, City Clerk.

GUESTS: Jim Girad, Karen Hook, Matt McGowen, Mark McCloy, Amy Wong, Tina Sherman, Dave Murray, Jessica Turney, Debby and Alvin Lott, Debby and Zeek Austin, and others.

3. Invocation.

Councilman Judd gave the invocation.

4. Pledge of Allegiance.

The Show Low High School Show Biz Choir sang the national anthem in lieu of 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 High School Show Biz Choir

Cynthia Whipple and the Show Biz Choir students announced the 39th annual Feast of Carols on November 29 through December 2 at Whipple Ranch Elementary School. Tickets went on sale November 13. The choir students would perform four shows, including dessert only on Wednesday night and full six-course meals on Thursday, Friday, and Saturday nights.

The choir students performed "Carol of the Bells" for the Council and audience.

B. Presentation by Show Low Chamber of Commerce

Sunshine Brewer, Executive Director of the Show Low Chamber of Commerce, said the membership had increased 67 percent over the same time last year. The Chamber transitioned its focus from events to empowering local businesses and non-profits. They would continue to host Show Low Days and the Annual Membership Gala, which remains their cornerstone event.

Ms. Brewer said the Chamber launched their new website with Adventurepiece. The new website included a digital directory and magazine. The new website allowed members to showcase their business in a unique light and included an event calendar and dynamic flyer display. The Chamber's social media presence grew and amplified members' voices to an audience of up to 25,000, with some posts getting 120,000 views.

Ms. Brewer said the Chamber revamped the Chamber and Tourist Information Center, providing a modern space for members to collaborate and connect. They recently cleaned up the center's exterior and were now working with Vinnedge Sign Works to design new signage.

Ms. Brewer said they changed their networking events, moving from breakfast meetings to monthly lunches, doubling the attendance.

Ms. Brewer said Show Low Days turned a profit of \$14,000.00 for the first time since 2019. She said they looked forward to Show Low Day's 2024 with a new collaboration with Show Low Main Street.

Ms. Brewer said 4,000 visitors came through the Chamber of Commerce. Last month, there was a 42% increase in visitors over October 2022. The Chamber would continue supporting businesses and doing more marketing and networking to increase and drive membership.

Ms. Brewer said the Annual Gala was scheduled for January 12. She thanked the Council for being a part of the Chamber's journey, and they were looking forward to keeping the momentum going.

Mayor Leech said he appreciated everything that Ms. Brewer and the Board were doing. He appreciated the new direction of the Chamber.

Vice Mayor Kakavas said it was nice to see the increase in membership and the Chamber's new focus.

C. Presentation Regarding Show Low Turn of a Card Community Center and Meals on Wheels Program

James Girard, White Mountain Meals on Wheels Board President, said they were no longer the Senior Center but the Turn of a Card Community Center. The new signage arrived today.

Mr. Girard said the Meals on Wheels program had five routes serving twelve to thirteen clients each. The drivers provided wellness checks and other courtesy assistance. He said dog food was available for their seniors' pets thanks to Ed Moore. The program also provided food boxes for seniors as needed on the first Friday of every month.

Mr. Girard said a Thanksgiving meal would be served on November 21, and all were welcome to attend.

Mr. Girard said the tax credit funds had started to come in along with individual donations. They had received \$5,000.00 in \$50.00 gift cards from Safeway's Nourishing Neighbors program to give to seniors and veterans in need. They received a \$20,000.00 grant from the Del E. Web Foundation to replace the stove. Whirlpool donated refrigerators. He thanked Allison Hepner for all her grant work over the past year. The funds available at the end of April were \$171,18.84, and the balance at the end of October was \$117,402.85, a decrease of \$53,725.99.

Mr. Girard said it was the Meals on Wheels plan that no one went hungry. NACOG paid 90 percent of the costs associated with the program. Some clients paid for their own meals, and donations paid for other meals. Mr. Girard said they would like to open another route but needed more equipment and a driver. In 2023, Meals on Wheels received \$50,000.00 from the City. They would need \$125,000.00 next year to hire a Director, and the minimum wage was increasing.

Mr. Girard thanked the City of Show Low and the City Council for the continued support of the Meals on Wheels program and the use of the Turn of a Card Community Center.

7. **CONSENT CALENDAR:**

- A. Proclamation by the Mayor Proclaiming November 6 through 12, 2023, as **OPERATION GREEN LIGHT FOR VETERANS WEEK** in the City of Show Low (Rachael Hall)
- B. Consideration of Acceptance of Grant from 100 Club for Purchase of New Traffic Safety Vests for Sworn Officers (Brad Provost)

- C. Consideration of Acceptance of Government of Highway Safety Grants and Authorization of Associated Budget Transfers (Brad Provost)
- D. Consideration of Acceptance of Airport Pavement Management System Grant (Jacob Allen)
- E. Consideration of Acceptance of East Owens Roadway Extension, City of Show Low Project No. R-3122 (Shane Hemesath)
- F. Consideration of Acceptance of East Mills and East Owens Waterline Replacement, City of Show Low Project No. W-3222 (Shane Hemesath)
- G. Consideration of Resolution No. R2023-20 Approving Intergovernmental Agreement with Arizona Department of Revenue Related to Uniform Administration of City's Transaction Privilege Tax (Justin Johnson)
- H. Consideration of Cancellation of Agreement to Reimburse Costs Associated with Airport Hangar Infrastructure Improvements at Show Low Regional Airport with Big Dog Development, LLC, Dated June 20, 2023, and Approval of new Agreement to Reimburse Costs Associated with Airport Hangar Infrastructure Improvements at the Show Low Regional Airport with Big Dog Development, LLC. (Anna Atencio, Bill Kopp)
- I. Consideration of Minutes of Show Low City Council meetings:

- 1. Regular Meeting of October 17, 2023

COUNCILMAN ALLSOP MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILMAN HATCH; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

Ms. Hall read the Operation Green Light for Veterans proclamation aloud, and Mayor Leech presented it to a representative of the Veterans of Foreign Wars.

8. **NEW BUSINESS:**

- A. **PUBLIC HEARING** and Consideration of Application Submitted by Matthew Thomas McGowen and James Derek Thomson for #12, Restaurant, Liquor License on Behalf of Pitalian for its Location at 1401 East Woolford Road, Suite B, Show Low, Arizona (Rachael Hall)

Ms. Hall said Matthew Thomas McGowen and James Derek Thomson, representing Pitalian, submitted a liquor application for a #12, Restaurant, Liquor License for its location at 1401 East Woolford Road, Suite B. As required by state law, the property was posted, and no public input was received.

Ms. Hall said the Show Low Police Department conducted a background check

on the applicants and found nothing amiss. The Department of Liquor Licenses and Control would conduct its own internal investigations and background checks. Based on the investigator's findings and the recommendation of the City Council, the State Liquor Board would decide whether to approve or deny the application. She said that if the City Council chose to recommend denial of the application, the motion must state the reasons for the denial.

COUNCILMAN CLARK MOVED TO RECOMMEND APPROVAL TO THE STATE LIQUOR BOARD OF THE APPLICATION SUBMITTED BY MATTHEW THOMAS MCGOWEN AND JAMES DEREK THOMSON FOR #12, RESTAURANT, LIQUOR LICENSE ON BEHALF OF PITALIAN FOR ITS LOCATION AT 1401 EAST WOOLFORD ROAD, SUITE B, SHOW LOW, ARIZONA; SECONDED BY VICE MAYOR KAKAVAS; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- B. Consideration of Preliminary Development Plan Submitted by Bison Ridge Twin Homes LLC for Seven Building, 14 Unit Twin Home Development to be Called "Bison Ridge Twin Homes" (Justen Tregaskes)

Mr. Tregaskes said at their regular meeting on October 24, 2023, the Planning and Zoning Commission voted four to zero, with Chairman Barlow and Commissioner Hatch declaring conflicts of interest, to recommend approval of a preliminary development plan submitted by Bison Ridge Twin Homes LLC for a development known as Bison Ridge Twin Homes. This development was proposed to be constructed within the Bison Ridge Planned Unit Development (PUD). As submitted, this development was proposed to consist of a total of seven buildings with two units per building, for a total of 14 units. The subject property was approximately 3.42 acres, with 2.29 acres designated as open space, utility easements, and landscaping. Maintenance of the common area would be done by the Homeowners Association.

Mr. Tregaskes said City Council previously approved the subject property for eight buildings, each consisting of eight condominium units, for a total of 64 units. This plat was withdrawn by the owner and was ultimately abandoned and reverted to acreage.

Mr. Tregaskes said staff reviewed the submitted plat for Bison Ridge Twin Homes and found that it met the requirements of City Code and the Bison Ridge Planned Unit Development. In addition, a letter of support from the Bison Ridge Homeowners Association was provided.

Mr. Tregaskes read the conditions of approval aloud.

1. All development shall comply with all applicable federal, state, and local requirements.
2. All easements shall meet minimum easement width requirements. Easements and bearings shall be shown on the final plat.

COUNCILMAN ALLSOP MOVED TO RECOMMEND APPROVAL OF THE PRELIMINARY DEVELOPMENT PLAN SUBMITTED BY BISON RIDGE TWIN HOMES LLC FOR A SEVEN BUILDING, 14 UNIT TWIN HOME DEVELOPMENT TO BE CALLED "BISON RIDGE TWIN HOMES", SUBJECT TO THE CONDITIONS OF APPROVAL SPECIFIED BY THE PLANNING AND ZONING COMMISSION; SECONDED BY COUNCILMAN ADAMS; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

C. Consideration of Acceptance of Resolution 2023-21 for Intergovernmental Agreement for City Park Detention Flood Control District (Shane Hemesath)

Mr. Hemesath said the City of Show Low had been working to design a regional detention facility located in the City Park to reduce the impact of high-intensity storms on the residents that live in that watershed. Ironside Engineering was contracted to design a detention facility in a vacant area within the City Park to capture runoff and reduce the peak flows that naturally convey into the neighborhoods to the north. The facility's design was completed, and a construction estimate of \$140,000.00 was developed.

Mr. Hemesath said the City contacted Navajo County and discussed utilizing Navajo County Flood Control Funding to help construct the regional detention improvements. Navajo County committed funding in an amount not to exceed \$140,000.00 for the construction of the facility.

Mr. Hemesath said staff recommended adopting Resolution No. R2023-21 approving the Intergovernmental Agreement to receive Navajo County Flood Control District Funding for constructing the City Park Drainage Detention Project and authorizing the associated budget transfers.

Mayor Leech asked Mr. Hemesath to review the details of the project. Mr. Hemesath said drainage was naturally conveyed through the low point at City Park and along 14th and 15th Avenues. Anytime a high-intensity storm occurred, the largest runoff volume was conveyed towards neighborhoods that were not developed with drainage easements or channels to handle high peak flows, causing some damage to some of the homes in the area.

Mr. Hemesath said the City was proposing a way to capture a good portion of the water from City Park and everything south of the Deuce of Clubs and run it through a detention facility, capturing the water and then slowly releasing it, thus reducing the peak flows and allowing a lower volume of water to flow in the smaller ditches. He then shared a map of the location of the detention basin.

Vice Mayor Kakavas asked who would be doing the construction on this project. Mr. Hemesath said that was yet to be determined. Once the Intergovernmental Agreement with Navajo County was executed, the project would go out for bid. He said the City should have a contractor for the project in the next six to eight weeks.

Councilman Allsop thanked staff for working on a solution to the drainage issues in the area and Navajo County for providing funds for the project.

Councilman Judd asked what was involved in constructing the detention basin. Mr. Hemesath said a hole would be excavated, creating a slope with benches, and people could climb in and out of the area. The area should hold about 70,000 cubic feet of water. It would be seeded and landscaped to fit with the surrounding area. An outlet structure would be designed to slowly release the water as it filled up.

Councilman Allsop asked about safety measures to prevent kids from falling in the detention basin. Mr. Hemesath said the facility was designed to have traversable soft slopes, and one could easily walk into and out of that area.

Mayor Leech asked Mr. Hemesath to discuss the plans to seed upstream. Mr. Hemesath said the soil upstream was sandy, and lots of silt washed downstream, plugging culverts and detention facilities. In the City's forthcoming Capital Improvement Plan, there was a recommendation to create an acre and a half of grass area near the tennis courts that could be used by park visitors and would mitigate silt runoff.

Mr. Lott, 341 South 14th Drive, thanked the Council for looking into this issue. He said their house and yard had flooded over the past few years because of water runoff. He said he was happy that the City was looking into mitigating the runoff, as dealing with the property damage from the flooding had been very difficult.

Mrs. Austin, 340 South 14th Drive, said they had been in their house since the early 70s, but the last few years had been tough. She was glad that this project was being done. She asked if the water would completely drain from the detention basin or if it would become a mosquito swamp. Mr. Hemesath said no, water would not remain in the detention basin, which was designed to drain after every storm. He explained that the City did not build retention basins like in the Valley. Retention basins were designed to hold water; detention basins were designed to drain.

VICE MAYOR KAKAVAS MOVED TO ADOPT RESOLUTION NO. R2023-21 APPROVING THE INTERGOVERNMENTAL AGREEMENT TO RECEIVE NAVAJO COUNTY FLOOD CONTROL DISTRICT FUNDING FOR THE CONSTRUCTION OF THE CITY PARK DRAINAGE DETENTION PROJECT AND AUTHORIZE THE ASSOCIATED BUDGET TRANSFERS; SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR WITH COUNCILMAN CLARK ABSTAINING.

- D. Consideration of Award of Construction Contract for Aquatic Center Restroom Remodel, City of Show Low Project No. FM-3424 (Bill Kopp)

Mr. Hemesath said the 2024 City of Show Low Budget included funding for remodeling two restrooms at the Show Low Aquatic Center. The two small restrooms would be combined into one larger family restroom to serve disabled persons and parents with small children.

Mr. Hemesath said the improvements included new plumbing fixtures, a shower, partitions, wallboard, paint, re-finishing concrete floors, lighting, doors, paper and soap product dispensers, an adult changing station, and other necessary appurtenances. The scope included the necessary demolition and disposal of generated waste materials. In-slab and in-wall plumbing would need to be reconfigured. This work was planned to be completed during the annual maintenance shutdown of the aquatic center from November 27 to December 26. The successful bidder was also responsible for preparing permittable plans for the construction.

Mr. Hemesath said the request for proposals was advertised per statutory requirements, and two were received. The proposal was evaluated based on cost, value, and experience. A schedule of values for the restroom was also submitted as a part of the contractor's proposal.

<u>Contractor</u>	<u>Total Bid</u>
LD&B, LLC	\$52,362.33
Pointe Companies, Inc.	\$65,265.88

Mr. Hemesath said staff recommended awarding the construction contract for Show Low Aquatic Center Restroom Remodel Project No. FM-3424, to LD&B, LLC, in an amount not to exceed \$52,362.33, and authorizing the associated budget transfers.

Mayor Leech asked when the last time the bathroom was remodeled was. Mr. Brown said it had been about 20 to 25 years.

COUNCILMAN ALLSOP MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR THE AQUATIC CENTER RESTROOM REMODEL, CITY OF SHOW LOW PROJECT NO. FM-3424 TO LD&B, LLC, IN AN AMOUNT NOT TO EXCEED \$52,362.33 AND AUTHORIZE THE ASSOCIATED BUDGET TRANSFERS; SECONDED BY MAYOR LEECH; PASSED 7 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

9. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Allsop thanked City staff for their work on obtaining the Scott Ranch Road design grant.

Councilman Clark said he appreciated Ms. Whipple for bringing the Show Low High School Show Biz Choir to the City Council meeting and invited the community to participate in all Show Low events during the Holiday Season. He also invited the community to the Darrin Reed Celebration of Life and Legacy of Service.

Councilman Adams thanked City staff for all their hard work. He said many exciting things were happening now and in the future for Show Low, enabling the City to grow, look good, and be welcoming to people.

B. Mayor

None.

C. City Manager

Mr. Brown said a Celebration of Life and Legacy of Service would be held Wednesday, November 8, at 7:00 p.m., at the Public Safety Headquarters in honor of fallen Show Low Police Officer Darrin Reed. The downtown lights would be turned blue until November 8 in remembrance of Officer Reed. The public was invited to attend the ceremony.

Mr. Brown said that on Veterans Day, November 11, the Veterans of Foreign Wars would hold a ceremony at 11:00 a.m. at the Veterans' Memorial at City Hall. The event was open to the public.

Mr. Brown said the Show Low Family Aquatic Center would be closed for four weeks from November 23 until December 26. During the closure, crews would be painting the pool deck, replacing pool filters, switching from liquid acid to acid tablets for the pool and spa, converting the assisted bathroom on deck to a family/Americans with Disabilities bathroom, and detailing the pool and locker rooms.

Mr. Brown said that in public works projects, the City's downtown conduit project was almost completed, the contractor was installing the last boxes and would be paving back the trench. The contractor was installing water services along 26th and 27th Avenue for the Fools Hollow waterline project. Paving for the Nikolaus and McNeil Acres subdivision was completed, and the contractor worked on the driveways and utility adjustments. He thanked the citizens for their patience as improvements were made around the City.

10. **SCHEDULE OF MEETINGS:**

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

Mr. Brown reminded the Council that the second meeting of November would not be held due to the Thanksgiving holiday that week. The next regular meeting was scheduled for December 5.

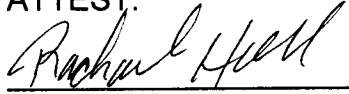
11. **EXECUTIVE SESSION:**

Mayor Leech said the scheduled Executive Session was postponed until the next Council meeting.

12. **ADJOURNMENT:**

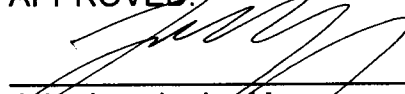
THERE BEING NO FURTHER BUSINESS TO BE BROUGHT BEFORE THE COUNCIL, MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF NOVEMBER 7, 2023, AT 8:02 P.M.

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 November 7, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5th day of December, 2023.



Rachael Hall, City Clerk