

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, JUNE 4, 2024, 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, Councilman Hatch, Councilman Judd, and Councilman Whipple.

**COUNCIL MEMBERS ABSENT:** None.

**STAFF MEMBERS PRESENT:** Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Brad Provost, Police Chief; Bill Kopp, Public Works Director; Jacob Allen, Airport Manager; Cari Bilbie, Accounting Manager; Rick Austin, Public Works Operation Manager; Jay Brimhall, Community Services Director; and Rachael Hall, City Clerk.

**GUESTS:** Mike Neagle, Mike Allsop, Dawn Wilson-Golden, Josh and Bre Adams, Schultz Family, Kevin Kugler, Loren and Mary Aeilts, Kay and Sandy Adams, Justina Coy, Crystal, Alexander, and Alexandra Ellerbe, Victoria McCarty, and others.

3. Invocation.

Councilman Judd gave the invocation.

4. Pledge of Allegiance.

Councilman Whipple 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.

Doug Roberts, 1441 North 36th Drive, thanked the community for the support

shown for the Cruzn' the Rim Car Show over the past weekend.

6. **SPECIAL EVENTS:**

- A. Recognition of Winners of the Kids ROCK Poster Contest and Presentation of Prizes

Ms. Hall gave a brief overview of the Kids ROCK program.

The Council presented gift baskets to the winners of the Kids ROCK poster contest.

- B. Presentation by the City of Show Low's American Disabilities Act Committee

Mr. Brimhall presented the City of Show Low's American Disabilities Act Committee annual report and gave a brief overview of some of the Committee's projects. Mr. Brimhall said the City was currently working on the upcoming Timothy McKay Memorial Park, which would be accessible and American Disabilities Act (ADA) complaint. He said any future parks that the City would develop would all have ADA-compliant features. Mr. Brimhall said staff had completed a Public Service Announcement and video regarding ADA parking. The video was shown at this time.

Mayor Leech said he received many compliments regarding ADA features at the Show Low Meadow. He asked for clarification on ADA parking requirements at commercial businesses. Mr. Brimhall said the Planning and Zoning Department reviewed all new commercial business plans for ADA compliance.

Mr. Brimhall said the City recently changed website designers and the City's website was now ADA compliant for those who were visually or auditorily impaired. Mr. Brimhall said another project that was completed this last year was the ADA ramp at Show Low Lake.

7. **CONSENT CALENDAR:**

- A. Proclamation by the Mayor Proclaiming June 2024 as **Show Low High School Cougar Show Cheerleading State Championship Month** in the City of Show Low (Jay Brimhall)
- B. Consideration of Acceptance of LED Runway Lighting Project at Show Low Regional Airport (Jacob Allen)
- C. Consideration of Acceptance of Airport Hangar Infrastructure Improvements City of Show Low Project No. A-1723 2.1 (Bill Kopp)
- D. Consideration of Acceptance of Well 8 Repairs, City of Show Low Project No. W-1821 JO3 (Rick Austin)

- E. Consideration of Acceptance of Well 9 Repairs, City of Show Low Project No. W-1821 JO2 (Rick Austin)
- F. Consideration of Minutes of Show Low City Council meetings:
  - 1. Regular Meeting of May 21, 2024

**VICE MAYOR KAKAVAS MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; 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.**

Ms. Hall read the Show Low High School Cougar Show Cheerleading State Championship Month Proclamation aloud.

8. **NEW BUSINESS:**

- A. Consideration of Appointment of Planning and Zoning Commission Member (Rachael Hall)

Councilman Whipple abstained from this item due to conflict.

Ms. Hall said that due to the resignation of Planning and Zoning Commissioner Derik Whipple, the Commission had a vacancy with a term expiring March 2027. Staff advertised the vacancy and received four applications. The Council interviewed three applicants at a special meeting on June 4, 2024, prior to the regular meeting.

Ms. Hall said attached was a ballot showing the names of the four applicants. Council members were to mark one choice on the ballot for the individual they wished to appoint. After the Clerk tallied the results and indicated the individual with the most votes, a formal motion could be made based on the results. Council members' votes would be reflected in the minutes.

The Council members marked their preferences for the vacant position. Selection by the Council for the open seat:

- Councilman Adams  
Gerry Whipple
- Councilman Clark  
Gerry Whipple
- Councilman Hatch  
Gerry Whipple

- Councilman Judd  
Gerry Whipple
- Vice Mayor Kakavas  
Mike Neagle
- Mayor Leech  
Gerry Whipple

**COUNCILMAN ADAMS MOVED TO APPOINT GERRY WHIPPLE TO THE SHOW LOW PLANNING AND ZONING COMMISSION FOR THE TERM EXPIRING MARCH 2027; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, AND COUNCILMAN JUDD VOTING IN FAVOR AND COUNCILMAN WHIPPLE ABSTAINING.**

- B. Consideration of Adoption of Ordinance No. 2024-05 Extending and Increasing the Corporate Limits of the City of Show Low, Navajo County, State of Arizona by Annexing Thereto Certain Territory Contiguous to the Existing City Limits of the City of Show Low, Arizona – #P-1624 (Justen Tregaskes)

Mr. Tregaskes said on January 16, 2024, the City Council was presented with a request submitted by Joseph Holland to annex a portion of land located in an existing county island into the City of Show Low. The area proposed to be annexed was described as A.P. No. 210-33-040C. The proposed annexation consisted of approximately 0.51 acres. The proposed property met the statutory criteria for annexation.

Mr. Tregaskes said that at the meeting, staff was directed to file a blank annexation petition with the County Recorder for the proposed annexation property. After receiving information from the Navajo County Assessor's Department and the Arizona Department of Revenue, staff filed the petition on April 5, 2024.

Mr. Tregaskes said the property was owned by one property owner and staff obtained the signature from the property owner representing the majority of the assessed valuation. State statute required the signatures from a minimum of 50% of the property owners and 50% of the assessed valuation of the annexation area. As required by state statute, a public hearing was held on April 23, 2024. After the public hearing, once the 30-day waiting period had expired, the signature was obtained, and the signed annexation petition was recorded with Navajo County.

Mr. Tregaskes said the next step was for the City Council to adopt an ordinance approving the annexation. The existing zoning within the county was A-General, comparable to the City's AR-43 zoning. Once this parcel was annexed, it would be zoned AR-43. Any requested changes would then

proceed through the normal zone change procedures. Reading and adoption of Ordinance No. 2020-05 was scheduled for tonight's meeting, and the ordinance would be effective in 30 days.

**BY UNANIMOUS CONSENT, MS. HALL READ ORDINANCE NO. 2024-05 BY TITLE ONLY SINCE ALL COUNCIL MEMBERS HAVE A COPY.**

**COUNCILMAN ADAMS MOVED TO ADOPT ORDINANCE NO. 2024-05; 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 Award of Contract for Airport Hangar Roof Overlay, City of Show Low Project No. FM-7524 (Rick Austin)

Mr. Austin said the City-owned airport hangar roof for Guardian Air had fallen into disrepair and developed many leaks due to age and wind damage. Staff investigated two options for the repairs. Option one was a complete roof replacement, which involved pulling all the damaged sheet metal from the building, likely causing Guardian Air to be displaced until the roof could be replaced, or option two was to overlay the entire roof. Option two would allow Guardian Air to continue business as usual with little inconvenience. Staff proposed to cover the entire hangar roof by installing one-inch oriented strand board in between the ridges of the metal roof to make a flat surface and attaching a 60-mil mule-hide grand thermoplastic polyolefin rubber membrane with a heavy-duty drip edge mechanically fastened to cover the entire roof.

Mr. Austin said the invitation to bid was published as required, and one company attended the mandatory pre-bid conference on May 16, 2024, with the following results:

| <u>Contractor</u>  | <u>Total Bid</u> |
|--------------------|------------------|
| TNT Exteriors, LLC | \$85,357.00      |

Mr. Austin said staff recommended awarding the contract for repairing the Airport Hangar Roof, City of Show Low Project No. FM-7524, to TNT Exteriors, LLC, in an amount not to exceed \$85,375.00, which was \$14,625.00 under budget.

Mayor Leech asked for clarification on the warranty period on the roof overlay. Mr. Austin said the warranty was 20 years. Mr. Austin said there were other City facilities that had the roof overlay completed on them and those buildings held up well.

**VICE MAYOR KAKAVAS MOVED TO AWARD THE CONTRACT FOR THE AIRPORT HANGAR ROOF OVERLAY, CITY OF SHOW LOW PROJECT NO. FM-7524 TO TNT EXTERIORS, LLC, IN THE AMOUNT OF \$85,357.00;**

**SECONDED BY COUNCILMAN WHIPPLE; 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. **PUBLIC HEARING** and Consideration of Ordinance No. 2024-06 Amending Title 19 of the Show Low City Code and Adopting Resolution No. R2024-18 Declaring as Public Record that Document Titled "Title 19 Zoning" (Justen Tregaskes)

Mr. Tregaskes said on April 23, 2024, the Planning and Zoning Commission held a study session to discuss proposed revisions to Title 19, Zoning, of the City Code. At their regular meeting on May 28, 2024, the Planning and Zoning Commission held a public hearing to discuss these proposed revisions. Following the public hearing, the Commission voted 4-0 (Commissioners Adams and Schnepf absent, one seat vacant) to approve the revisions and forward this recommendation to the City Council. Proposed revisions included, but were not limited to, the following:

- The addition of a definition of an "Aggrieved Person".
- Allowance for a caretakers residence in conjunction with a business in commercial zones.
- Clarification of timeline calculations for scheduling of meetings.
- Clarification of requirements for the placement of sea (shipping) containers.
- Clarification of fence height calculation requirements along streets.
- Removal of provision which allows for clearing and grading of property without a valid building permit.
- Moving group homes for the handicapped to permitted uses in all residential zones.
- Reduction in lot size requirements for detached guest houses.
- Allowance for attached guest units to be rented in all residential zones.
- Allowing multi-family dwellings by conditional use permit in the MH (Manufactured Home) zoning district.
- Restaurants serving beer and wine would be considered a permitted use in commercial zones. Restaurants serving alcohol other than beer and wine would remain as a conditional use.
- Drive through restaurants not adjacent to residentially zoned property would become a permitted use in the C-2 (General Commercial) zoning district.
- Mini storage facilities would no longer be considered a conditional use in the C-2 (General Commercial) zoning district and would only be allowed in the industrial zones.
- Temporary business signs would be permitted for a period of sixty (60) days.
- A reduction in time limits for the display of electronic message board signs.

- Clarification of allowances for small wireless facilities.
- Changes to fall zone requirements for setback calculations related to cell towers.
- Changes to allowed hours of operation for marijuana related facilities consistent with recent council action.

Mr. Tregaskes said consideration of the changes to Title 19 had been scheduled for a public hearing with the City Council at their regular meeting on June 4, 2024. Following the public hearing, the City Council could vote to approve the changes as presented or vote to amend the changes as presented.

Vice Mayor Kakavas asked for clarification regarding workforce housing. Mr. Tregaskes said City staff were aware that there was a critical need for workforce housing within the City. He said the Council recently passed a resolution related to workforce housing and incentives for that type of development. He said additionally, staff looked at the Zoning Code to find ways to encourage the development of workforce housing. As a result, he said staff worked on various items for recommendations in this proposed revision that would hopefully help encourage and remove some barriers to developing workforce housing. One example was an allowance for a caretaker's residence in conjunction with a business and commercial zone. Another recommendation had to deal with the lot size needed for a detached guest house but still required a Conditional Use Permit.

Councilman Judd asked for clarification regarding mobile home zoning revision. Mr. Tregaskes said that currently, in the Manufactured Home (MH) zoning district, the City allowed RV and manufactured home parks but did not allow apartments. The thought was that apartments would not have more of an impact on adjacent areas than RV and manufactured parks had already impacted the area. An apartment would still require a Conditional Use Permit, and it would have to meet R-2 zoning district requirements for density, open space, and setbacks.

**BY UNANIMOUS CONSENT, MS. HALL READ ORDINANCE NO. 2024-06 BY TITLE ONLY, AS ALL COUNCIL MEMBERS HAVE A COPY.**

**COUNCILMAN CLARK MOVED TO ADOPT ORDINANCE NO. 2024-06, AMENDING TITLE 19 OF THE SHOW LOW CITY CODE, AND RESOLUTION NO. R2024-18, DECLARING AS A PUBLIC RECORD THE DOCUMENT TITLED "TITLE 19 ZONING"; 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.**

- E. Consideration of Resolution No. R2024-17 Adopting the Tentative Budget and Establishing the Expenditure Limitation for Fiscal Year Ending June 30, 2025 (Justin Johnson)

Mr. Johnson said the budget development process began in January 2024, with departments presenting their budgets to City management. As presented in the budget town hall and several public City Council study sessions, the tentative budget focused on maintaining current operations and one-time capital expenses that met the Council's stated priorities. The attached state budget forms represented all the information that had been presented to the Council and, once approved, would be the adopted budget and expenditure limitation for Fiscal Year 2025. The required forms would be published twice in the local newspaper, and the Council would be asked to adopt them as final on June 18, 2024, following a public hearing on the budget.

Mr. Johnson reviewed the tentative budget for Fiscal Year 2025.

Vice Mayor Kakavas asked if a new position was created for the public information division. Mr. Johnson said no, a new position was not created but staff moved three part-time positions from 20 hours to now two part-time positions at 28 hours to help with retention of employees.

**COUNCILMAN CLARK MOVED TO ADOPT RESOLUTION NO. R2024-17 ADOPTING THE TENTATIVE BUDGET AND ESTABLISHING THE EXPENDITURE LIMITATION FOR FISCAL YEAR 2025 AT \$126,484,526.00; 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.**

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 TENTATIVE BUDGET FOR FISCAL YEAR 2025 FOR THE DISTRICT:**

The Show Low City Council recessed into a Special Meeting of the Show Low Bluff Community Facilities District Board at 8:06 p.m. The Show Low City Council reconvened at 8:10 p.m.

10. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Adams thanked the City Council for recognizing the Show Low High School athletes and showing support for the local schools.

Vice Mayor Kakavas wished everyone a Happy Father's Day.

B. Mayor

None.

C. City Manager

Mr. Brown said this Friday and Saturday, June 7 and 8, the Show Low Chamber of Commerce would host Show Low Days at Frontier Field. Attendees could come enjoy live music, arts and crafts, game booths and food.

Mr. Brown said in public works projects, construction was underway on the City Park detention basin project. The Slurry seal project would begin next week and should last two weeks. The new Pickle Ball courts opened yesterday for use. He thanked citizens for their patience as these important projects were completed.

11. **SCHEDULE OF MEETINGS:**

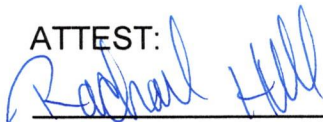
Scheduling of meetings, which may be brought up at this time.

Mr. Brown said there would be a special meeting for Show Low City Council on June 18 at 5:00 p.m., prior to the regular meeting.

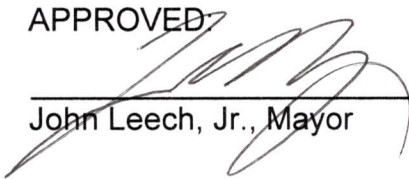
12. **ADJOURNMENT:**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF JUNE 4, 2024, AT 8:15 P.M.**

ATTEST:

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

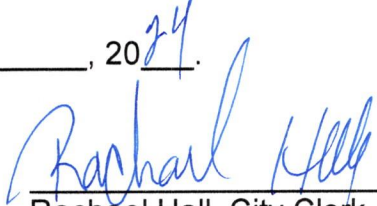
APPROVED:

  
\_\_\_\_\_  
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 4, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 18 day of June, 2024.

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

