

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL
HELD ON TUESDAY, AUGUST 6, 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 Clark, Councilman Hatch, Councilman Judd, and Councilman Whipple.

COUNCIL MEMBERS ABSENT: Councilman Adams.

STAFF MEMBERS PRESENT: F. Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Brad Provost, Police Chief; Justen Tregaskes, Planning and Zoning Director; Bill Kopp, Public Works Director; Shane Hemesath, City Engineer; and Rachael Hall, City Clerk.

GUESTS: Denise Stow, Deb and Zeke Austin, and others.

3. Invocation.

Councilman Whipple 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.

Debra Austin, 340 South 14th Drive, Show Low, Arizona, asked the City to consider installing temporary speed bumps on Owens Street near the Show Low City Park to discourage high speeds on the road.

6. **CONSENT CALENDAR:**

- A. Consideration of Authorization to Purchase Caterpillar 420 Backhoe and Attachments (Rick Austin)
- B. Consideration of Authorization to Purchase a Backup Generator and Automatic Transfer Switch and Approve Associated Budget Transfers (Rick Austin)
- C. Consideration of Approval of Purchase of Police Department Vehicles and Associated Budget Transfers (Brad Provost)
- D. Consideration of Acceptance of Map of Dedication of Woolford Road (Bill Kopp)
- E. Consideration of Authorization to Purchase Playground Equipment for Nikolaus Homestead Park (Rick Austin)
- F. Consideration of Approval of Agreement Between City of Show Low and Tucson-Mexico Sister Cities to Convey Surplus Property (Anna Atencio)
- G. Consideration of Award of Construction Contract for Manhole Replacement Job Order Contract, City of Show Low Project No. S-4924 JOC No.1 and Approve Associated Budget Transfers (Shane Hemesath)
- H. Consideration of Extension of Timeframe for Construction of Improvements for Conditional Use Permit 602-04-261 (Justen Tregaskes)
- I. Consideration of Minutes of Show Low City Council meetings:
 - 1. Regular Meeting of July 16, 2024

VICE MAYOR KAKAVAS MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILMAN JUDD; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

7. **NEW BUSINESS:**

- A. ***AMENDED*** Consideration of Resolution No. R2024-26 Declaring and Adopting the Results of the Primary Election Held on July 30, 2024 (Rachael Hall)

Ms. Hall said Resolution No. R2024-26 outlined the unofficial results of the City of Show Low's Primary Election held on July 30, 2024. The ballot

included the Mayor's seat and three Council seats.

Ms. Hall said to win in the Primary Election, a candidate must receive a majority of the valid votes cast for the office of Mayor or City Council. Based on complete unofficial results, the number of votes required to be declared elected was 1,471 for the Mayor and 1,135 for the City Council. There were two candidates for the Mayor's seat (Mike Allsop and John Leech, Jr.) and five candidates for the three Council seats (incumbents Jon Adams, Bryce Judd, Connie Kakavas, and newcomers Kenny Allen and Dawn Wilson-Golden).

Ms. Hall said the results showed that Mayoral candidate Mike Allsop received 1,289 votes and John Leech, Jr. received 1,653 votes. Since the votes for John Leech, Jr. exceeded the required number of votes, he would be declared elected Mayor. For the Council seats, candidate Connie Kakavas received 1,686 votes; Jon Adams received 1,631 votes; Bryce Judd received 1,465 votes; Dawn Wilson-Golden received 1,225 votes; and Kenny Allen received 799 votes. Connie Kakavas, Jon Adams, and Bryce Judd each received the highest and more than the required votes needed and would be declared elected to the City Council.

Ms. Hall said adopting Resolution No. R2024-26 would declare the election results to be the official canvass, with John Leech, Jr. filling the Mayor's seat, and Connie Kakavas, Jon Adams, and Bryce Judd filling the three Council seats, respectively. The Mayor and three Council members would be sworn in at the December 3, 2024, Council meeting.

COUNCILMAN CLARK MOVED TO ADOPT RESOLUTION NO. R2024-26 DECLARING AND ADOPTING THE RESULTS OF THE PRIMARY ELECTION HELD ON JULY 30, 2024; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- B. Consideration of Application Submitted by Denise Wiseman Stow on Behalf of Show Low Main Street for Special Event Liquor License for Battle of the Bands and Food Vans at Frontier Fields (Rachael Hall)

Ms. Hall said Denise Wiseman Stow, representing Show Low Main Street, submitted an application for a special event liquor license for the Battle of the Bands and Food Vans at Frontier Fields, scheduled for August 31. Show Low Main Street sponsors this event, which would start at 12:00 p.m. and end by 10:00 p.m.

Ms. Hall said the license would allow Show Low Main Street to sell beer and wine during the event. Event participants would enter and leave Frontier Fields through one entrance. An existing six-foot chain-link fence surrounded

the entire area. Alcohol would be sold in the blue area marked "Bar" on the map provided with the application and participants would be allowed to consume alcohol throughout the field. Additional security personnel would be stationed at the main Frontier Fields entrance/exit and the beer and wine ticket sales location. In addition, they would patrol and monitor the fields to ensure that no alcohol was brought in or left the premises and that there was no underage consumption. The Show Low Police Department and the Arizona Rangers would provide security.

Ms. Hall said the Show Low Police Department performed a background check on the applicant and found nothing that would preclude approval of this special event liquor license. The application and action taken by the Council would be forwarded to the Department of Liquor Licenses and Control. Unlike regular liquor licenses, the Council's decision was final for such an application.

COUNCILMAN HATCH MOVED TO APPROVE THE APPLICATION SUBMITTED BY DENISE WISEMAN STOW FOR A SPECIAL EVENT LIQUOR LICENSE FOR THE BATTLE OF THE BANDS AND FOOD VANS ON AUGUST 31, 2024, AT FRONTIER FIELDS; SECONDED BY COUNCILMAN WHIPPLE; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- C. Consideration of Acceptance of State Housing Trust Funds Grant for Local Jurisdiction Affordable Housing Plans and Award of Contract for Housing Needs Assessment and Action Plan (Steve North)

Mr. North said home prices in Show Low continued to be high, which was making it increasingly difficult for the workforce to afford housing in Show Low. The City of Show Low took a proactive approach to addressing the issue by adopting incentives to encourage the development of workforce housing in February 2024.

Mr. North said additionally, staff felt it was important to understand what the housing needs were in Show Low and develop an action plan to answer those needs. Staff applied for a State Housing Trust Funds grant to develop a housing needs assessment and action plan for Show Low and was awarded \$100,000. Staff issued a Request for Proposal and received proposals from three consulting firms. A selection committee comprised of staff and the Planning and Zoning Commission Chair was organized to evaluate the proposals and select one. The committee determined that Matrix Design Group Inc. submitted the proposal that best met the needs of the City of Show Low.

Mr. North said staff recommended accepting the State Housing Trust Funds grant award of \$100,000 and awarding a contract in the amount of

\$69,500. to Matrix Design Group to develop a housing needs assessment and action plan for Show Low.

Mayor Leech asked for clarification on the grant funds and contract cost. Mr. North said the grant was for \$100,000, but the contract was only for \$69,500. He said if there were any overages associated with the contract then the grant funds would take care of the costs up to \$100,000.

Vice Mayor Kakavas asked what the process would be for the consultants to gather the information needed for the assessment. Mr. North said the consultants had a comprehensive process which included going out into the community and talking with stakeholders, and then evaluating the data of available housing in the area. The consultants would then develop an action plan for the needs of the community.

Councilman Clark asked how long the process would take to assess the needs and develop an action plan. Mr. North said the process would take about seven months.

VICE MAYOR KAKAVAS MOVED TO ACCEPT THE STATE HOUSING TRUST FUNDS GRANT AWARD OF \$100,000 FOR LOCAL JURISDICTION AFFORDABLE HOUSING PLANS AND AWARD A CONTRACT TO MATRIX DESIGN GROUP INC. TO CONDUCT A HOUSING NEEDS ASSESSMENT AND ACTION PLAN FOR SHOW LOW IN AN AMOUNT NOT TO EXCEED \$69,500; SECONDED BY COUNCILMAN CLARK; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- D. Consideration of Award of Pre-Construction Contract for Show Low Public Works Building Design Build, City of Show Low Project FM-0125 (Bill Kopp)

Mr. Kopp said at its regular meeting on February 6, 2024, the City Council approved the purchase of a parcel located at 1480 Lumbermans Loop for the purpose of constructing a building to house the Public Works Operations staff. The building would accommodate up to 70 employees. The building would have offices, cubicles, a kitchen / break room, restrooms, showers, lockers, an assembly room, a computer lab / study room, a public foyer, a file storage / copier room, and other spaces identified during the design process. It was anticipated that the building would be 4,500 to 5,500 square feet.

Mr. Kopp said the project delivery method would be a design-build which was a qualifications-based selection process and followed statutory requirements. Staff advertised a Request for Qualifications. Four Statements of Qualifications (SOQ) were received. A selection committee scored the SOQ's and the LD&B LLC team was the highest ranked of the submitting

teams. The design-build process would require two contracts, one for pre-construction and one for construction. The pre-construction phase would include programming, schematic design, design development, and construction documents. A guaranteed maximum price for the construction contract would also be established in pre-construction.

Mr. Kopp said after the selection, staff met with LD&B LLC to finalize the project scope and negotiate the fees. A copy of the final scope and fees for the pre-construction services was included in the council packet and was an attachment to the Professional Services Contract.

Mr. Kopp said staff recommended approving the pre-construction contract for Show Low Public Works Building Design Build, City of Show Low Project FM- 0125 to LD&B, LLC in an amount not to exceed \$88,531.80.

Councilman Judd asked what the time frame would be to design the building. Mr. Kopp said it would take between two-to-three months for the design phase.

Mayor Leech said that he wanted to make sure that public works staff were involved in the design of the building. He also wanted staff to plan for future use of the building and not for the number of staff that the City currently had in public works. Mr. Kopp said staff would have input on the design, and he said the building would be designed with growth of staffing numbers in mind. He said current staffing was 46 employees and they planned for 70 employees to use the building.

Vice Mayor Kakavas asked if this would be an administrative building. Mr. Kopp said it would be for administrative purposes but also for all public works staff to meet in the morning for their daily safety meetings, conduct trainings, and for the field employees to use daily.

VICE MAYOR KAKAVAS MOVED TO APPROVE THE PRE-CONSTRUCTION CONTRACT FOR SHOW LOW PUBLIC WORKS BUILDING DESIGN BUILD, CITY OF SHOW LOW PROJECT FM-0125 TO LD&B, LLC IN AN AMOUNT NOT TO EXCEED \$88,531.80; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

- E. Consideration of Phase Two Development Agreement and Noncommercial Ground Leases with Big Dog Development, LLC, at Show Low Regional Airport (Bill Kopp, Anna Atencio)

Mayor Leech abstained from this item due to conflict.

Ms. Atencio said in September 2023, the City of Show Low advertised a request for proposals for a Ground Lease for Hangar Construction at the Show Low Regional Airport. There were three respondents with proposals. Staff reviewed the proposals. Based on an evaluation of the proposals, it was determined that Big Dog Development, LLC had the best proposal.

Ms. Atencio said Big Dog Development was the developer of the Phase One Hangar Development on the adjoining property at the Show Low Regional Airport. The proposed Phase Two Hangar Development largely mirrored the Phase One Hangar Development. Pursuant to Big Dog Development's proposal and additional staff negotiations, Big Dog Development would be responsible for the survey, design, and infrastructure, including the installation of a taxi lane, water and electric per the Phase Two design. Big Dog Development would bid the project and would be responsible for all the costs associated with the project, except the City would be responsible for the sewer.

Ms. Atencio said there would be ten hangars, with each hangar having a total square footage of approximately 9,180 square feet. The hangars in Phase Two had been identified as K through T or hangars 57 through 66. There were proposed ten Noncommercial Ground Leases with Big Dog Development for Hangars K through T.

Ms. Atencio said Big Dog Development should commence infrastructure construction within two years and six months of the ground leases being recorded. Big Dog Development's ground lease payments would begin upon the final acceptance of the infrastructure by City Council. The ground lease rate would be at the current rate at the time the infrastructure was accepted.

Ms. Atencio said staff recommended approving the Development Agreement for Ground Lease for Hangar Construction and the ten Noncommercial Ground Leases for hangars K through T with Big Dog Development, LLC, at Show Low Regional Airport, and authorize the Vice Mayor to sign all documents on behalf of the City.

COUNCILMAN CLARK MOVED TO APPROVE THE DEVELOPMENT AGREEMENT FOR GROUND LEASE FOR HANGAR CONSTRUCTION AND THE TEN NONCOMMERCIAL GROUND LEASES WITH BIG DOG DEVELOPMENT, LLC, AT SHOW LOW REGIONAL AIRPORT, AND AUTHORIZE THE VICE MAYOR TO SIGN ALL DOCUMENTS ON BEHALF OF THE CITY; SECONDED BY COUNCILMAN WHIPPLE; PASSED 5 TO 0 WITH VICE MAYOR KAKAVAS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR, AND MAYOR LEECH ABSTAINING.

8. SUMMARY OF CURRENT EVENTS:

A. Councilmembers

None.

B. Mayor

Mayor Leech said last year there was a sprint car driver, Patrick Kop, who passed away at the Deuce of Clubs Thunder Raceway. He said the Raceway would be hosting an Inaugural Patrick Kop Memorial event on August 9 and 10, and encouraged everyone to attend.

C. City Manager

Mr. Brown said as part of the City's effort to develop a business incubator in Show Low, the City was partnering with the Show Low Chamber of Commerce to present a mixer for the construction and food services industries on August 15, at the Show Low Chamber of Commerce.

Mr. Brown said the 16th Annual E-Waste & Waste Tire Collection Event would be held on August 24, at the Navajo County Penrod Facility.

Mr. Brown said in public works projects, the City's contractor was shaping the base material this week on the Citywide Paving project and looking to pave early next week. On the Show Low Lake Spillway Utilities project, the crossing was completed, and the contractor was working on tie-overs at Show Low Lake Road. Show Low Little League Field demolition was completed, sod was purchased, and the field was scheduled to be laser leveled in the upcoming weeks. East Cooley Roadway Improvements were scheduled to begin August 12. He thanked citizens for their patience as these important projects were completed.

Mr. Brown said Sally Williams, a former employee, passed away last week. Sally provided many years of service as a former employee at the Show Low Library and would be missed. The City wished to express condolences to her husband, Bob Williams, a former City Council member, and their family and friends.

9. **SCHEDULE OF MEETINGS:**

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

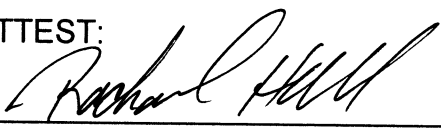
None.

10. **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 AUGUST 6, 2024, AT 7:31 P.M.

ATTEST:



Rachael Hall, City Clerk

APPROVED:

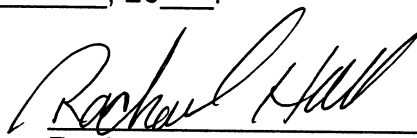


John Leech, Jr., Mayor

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 August 6, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20 day of August, 2024.



Rachael Hall, City Clerk