

MINUTES OF THE REGULAR MEETING OF THE HONORABLE TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, HELD ON THURSDAY, APRIL 6, 2023, IN THE TOWN COUNCIL CHAMBERS LOCATED AT 325 W. WHITE MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929

➤ **Call to Order**

Mayor Irwin called the meeting to order at 6:00 p.m.

➤ **Roll Call**

The following Council Members were present:

Name	Position
Stephanie Irwin	Mayor
Sterling Beus	Vice Mayor
Jim Snitzer	Council Member
Jerry Smith	Council Member
Lynn Krigbaum	Council Member
Taber Heisler	Council Member
James Brimhall	Council Member

Also Present:

Name	Position
Keith Johnson	Town Manager
Kevin Rodolph	Assistant Town Manager/Finance Director
Kristi Salskov	Town Clerk
Jeremiah Loyd	Community Development Director
Dan Barnes	Police Chief
Daniel Wilkey	Police Commander
Malaina Spillman	Assistant to the Public Works Director
Rob Hephner	Creative Services Specialist
Betsy Peck	Library Manager
Stacy MacArthur	Accountant

➤ **Pledge of Allegiance and Invocation**

Mayor Irwin led the Pledge of Allegiance to the Flag.

Council Member James Brimhall offered the Invocation.

B. Call to the Public

Mayor Irwin called for public comments.

Larry McCormick offered the following comments, *“Good evening. Last week, the Council voted not to hold a Special Election regarding the citizen referendum of its Major Amendment to the Town’s General Plan Future Land Use Map. The Citizens for Quality Development Political Action Committee and Peoples’ Voice Committee are pleased that the Town will instead focus on updating and revising the General Plan as required by state statute, conducting a comprehensive evaluation of issues and engaging its citizens in determining how the Town will grow into the future. The Peoples’ Voice Committee stands committed to engaging with the Town in the General Plan revision process in a positive and proactive manner. PVC is making plans to undertake efforts to increase citizen awareness of the importance of this process. We are already planning to hold one or more forums this summer on how citizens can get involved in the General Plan update process to help guide the future growth of Pinetop-Lakeside. We are already seeking assistance form the Arizona Planning Association in conducting a citizens’ General Plan update involvement forum.*

We will keep the Town and its citizens posted as we pursue and finalize our public involvement outreach plans. Our intent is to help foster an informed citizenry that can provide meaningful input to the Town regarding how it wants to see its Town grow and address the many issues and challenges it faces. Thank you.”

C. Consent Agenda

Mayor Irwin announced consideration of the Consent Agenda and explained that all items listed would be acted upon by a single vote of the Council, unless a member of the Council asked that specific items be removed from the Consent Agenda, discussed, and voted upon separately.

Vice Mayor Beus moved for passage of the Consent Agenda as presented. Council Member Heisler seconded the motion and by show of hands the following vote was recorded:

	AYES	NAYS	ABSTAIN
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Snitzer	X		
Council Member Smith	X		
Lynn Krigbaum	X		
Taber Heisler	X		

James Brimhall	X		
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Mayor Irwin then declared that all Consent Agenda items in these minutes were approved, passed, and adopted with a 7-0 vote.

C.1 Consider approval of the Minutes of the Town Council Regular Meeting held on March 16, 2023.

By a vote of 7-0 under the Consent Agenda, Town Council approved the minutes of the Town Council Regular Meeting held on March 16, 2023.

C.2 Consider approval of the Town Check Register for the Period of February 1 through 28, 2023.

By a 7-0 vote under the Consent Agenda, Town Council approved the Town Check Register for the period of February 1 through 28, 2023.

D. Business Before the Council

Mayor Irwin announced that Public Comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by Staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

D.1 Town of Pinetop-Lakeside Proclamation “Arizona Fair Housing Month”

Vice Mayor Beus read the Proclamation.

Mayor Irwin Proclaimed April, 2023 as “Arizona Fair Housing Month” in the Town of Pinetop-Lakeside.

D.2 Town of Pinetop-Lakeside Proclamation “National Public Safety Telecommunicators Week”.

Council Member Heisler read the Proclamation.

Mayor Irwin Proclaimed April 9th – 15th, 2023 as “National Public Safety Telecommunicators” Week in the Town of Pinetop-Lakeside.

D.3 Consider Resolution No. 23-1667 authorizing the purchase of Short-Term Rental monitoring software from GovOS, Inc.

Community Development Director Loyd stated this is a follow-up item from the Short-Term Rental Ordinance that was approved by Town Council at the Regular Meeting held on March 16, 2023. Director Loyd shared that this item is to consider the purchase of Short-Term Rental monitoring software which will monitor Short-Term Rentals in the community. Director Loyd stated that if Council approves the purchase of the software, it will take approximately 12 weeks to be up and running and will give the public two (2) months from the date of completion to become compliant.

Mayor Irwin asked if this is an annual fee.

Community Director Loyd responded, *“yes, this is an annual agreement”*.

Mayor Irwin asked how much staff time it will take to get this program up and going.

Community Development Director stated that GovOS will take on the biggest part of this adding that there will be some staff time involved in uploading this to the website and creating documents. Director Loyd stated that he does not know the exact amount of hours staff will be working on this project.

Mayor Irwin asked if this would be in effect by July.

Director Loyd said it could take up to twelve (12) weeks for GovOS to have the software ready and added that we are aiming for July.

Mayor Irwin asked, *“if they get it done sooner, will it be live before July?”*

Director Loyd responded that if it is done before twelve (12) weeks, it will be on the website. Everyone who has a Short-Term Rental would be able to apply for the license. Director Loyd added that there has been a lot of positive feed-back from the public and the owners of Short-Term Rentals. Director Loyd stated that GovOS will notify those in the area that have Short-Term Rentals of this new policy, the owners will be given a number by GovOS in which they will be able to log in, enter the number they received and obtain a license.

Council Member Brimhall asked if it was normal for the software industry to have a markup of their annual fee.

Community Development Director Loyd stated that when it comes back to Council annually, he may be able to negotiate the 7% mark-up that GovOS is asking for.

Town Clerk Salskov added that the fee for the Vacation Rental/Short-Term Rental license would need to be added to the Consolidated Fee Schedule which will need to be posted on the Town’s website for sixty (60) days then taken to Council for approval. Clerk Salskov added that after Council approves the Fee Schedule, it would then need to be posted for an additional thirty (30) days which would be an effective date of July 15th at the soonest.

Council Member Smith moved to approve Resolution No. 23-1667, authorizing the purchase of Short-Term Rental monitoring software from GovOS, Inc. in an amount not to exceed \$29,000.00 and authorize the Town Manager to execute all documents necessary to complete this transaction. Council Member Brimhall seconded the motion and by show of hands the following vote was recorded:

	AYES	NAYS	ABSTAIN
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Snitzer	X		
Council Member Smith	X		
Lynn Krigbaum	X		
Taber Heisler	X		
James Brimhall	X		

Mayor Irwin declared the motion passed with a 7-0 vote.

D.4 Reports from Council Committee Liaisons and Town Manager.

Council Member Snitzer reported the following:

- White Mountain Nature Center Bird Shows have resumed seven (7) days a week at 3:00 p.m. there will be a free bird show at the back of the Nature Center.
- Construction of the bird pens at the White Mountain Nature Center is underway after a winter hiatus.
- Summer programs are back in session. There is a hike every Saturday all summer long. (Information can be found by visiting the Nature Center).
- Remodeling of the wheelchair accessible restroom at the Nature Center is almost complete. Upon the completion of this project, the back bathroom will be remodeled.
- The White Mountain Nature Center, in conjunction with Arizona Science Center is looking into having a summer science camp. They are currently looking for someone with Teaching background in science to teach this summer class.

- TRACKS trail work resumes on Monday, April 10th. Work will start on the west side of Town because a lot of trails are still under snow or too wet to work on.
- TRACKS will be installing ten (10) bicycle gates/rollovers in April or May.
- TRACKS will begin working on a new trail loop on the Blue Ridge Trail.
- The Rainbow Lake Coalition is working to help the irrigation system to repair a collapsed pipe under the Creekside Development.

Council Member Smith reported the following:

- The Transportation Advisory Committee will meet later this month adding that they are working on a transportation study for improvements in the bus/transportation system.
- Thanked staff and Council that helped serve lunch at the Community Center.

Vice Mayor Beus had nothing to report.

Council Member Heisler had nothing to report.

Council Member Brimhall reported the following:

- Blue Ridge Unified School District recently finished basketball and wrestling.
- The Track team will work with the elementary kids on scheduling some track events.
- Blue Ridge Unified School District had a drug awareness night that had a great turnout.
- Starting April 10th, Blue Ridge Schools will go back to their original schedule of half days on Fridays.

Council Member Krigbaum reported the following:

- TRACKS program, Leave No Trace, June 2-4, 2023. This will be presented by a team that will come from the National Leave No Trace group. There will be a spotlight on our trail system. More information will be provided as the event gets closer.

Mayor Irwin reported the following:

- The Blue Ridge Scholarship Fund Annual Golf Tournament will be held on May 6, 2023, at White Mountain Country Club. Co-sponsors are \$100.00 each and player fees are \$150.00 which includes a buffet dinner that evening.

Town Manager Johnson reported the following:

- The Family Easter Party will be held on April 8th at Woodland Lake Park from 11:00-3:00 p.m. There will be Face painting, food trucks, and Easter egg hunt, live music, and a maze.

- White Mountain Community Center Lunch Service will be on April 13, 2023 at 11:15 a.m.
- The Tillman Honor Run/Walk will be held on Saturday, April 15, 2023 at 9:00 a.m. at Woodland Lake Park. Walking Down Ranch will provide a hamburger lunch for all registered participants. Donations will be accepted by Walking Down Ranch and appreciated. The race is hosted by the Town, and White Mountain Chapter of the ASU Alumni Association which benefits the Pat Tillman Foundation.
- Safe House Dinner will be held on Saturday, April 15, 2023 at 6:00 p.m. at the Show Low Elks Club.
- On April 22, 2023 is Earth Day. The White Mountain Rotary Club will plant trees at Mountain Meadow Recreation Complex at 10:00 a.m. Town employee Annie DeRosier is working with Blue Ridge Highschool and the Nature Center are working on a Billy Creek Watershed event at Woodland Lake Park as part of Earth Day.
- Navajo County Peace Officer Memorial Ceremony will be held at 12:00 p.m. at Show Low City Hall on April 22, 2023.
- National DEA Prescription Drug Take-back all day at the Pinetop-Lakeside Police Department on April 22, 2023.

E. Adjournment

Mayor Irwin

There being no further business at this time, the regular meeting was adjourned at 6:28 p.m.

Stephanie Irwin

Stephanie Irwin, Mayor

ATTEST:

Kristi Salskov

Kristi Salskov, Town Clerk



CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular meeting of the Town Council of Town of Pinetop-Lakeside, Arizona, held on the 6th day of April 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of April 2023.

Kristi Salskov

Kristi Salskov, Town Clerk

