

# CLERK'S DEPARTMENT

## Report

JANUARY  
2024

January proved to be a busy month for the Clerk's Department.

- The Planning and Zoning Commission held a meeting on January 25th to review a preliminary plat which was approved. Deputy Clerk Valichnac prepared the Agenda, Packet and minutes.
- On January 4th, 2024, at the Regular meeting of the Town Council approved an amendment to the Town Code. The new code establishes site size and setbacks for wireless communication facilities. Town Council also approved authorizing a formal expression of interest in considering acquisition of additional land in the Woodland Lake Park Tract. Lastly, Town Council voted unanimously to accept a Water Conservation Grant Fund Agreement with Water Infrastructure Finance Authority of Arizona for a water storage tank and Mountain Meadow Recreation Complex. Town Clerk Salskov prepared the agenda, packet, and minutes.
- On January 18th, 2024, at the Regular Meeting of the Town Council, interviews were held to fill a Town Council Vacancy. there were four applicants interviewed. Town Council appointed Jeffrey Phillips to fill the vacant Council seat. Newly appointed Council Member Phillips was sworn-in by Judge Higgins. Council Member Phillips took a seat and participated in the remainder of the meeting. Town Council selected new Committee Assignments for the year. Town Council approved Resolution No. 24-1698 accepting a Waste Reduction Assistance Grant Agreement with Arizona Department of Environmental Quality for Solid Waste Infrastructure for Recycling Equipment at the Collection Center. Town Clerk Salskov prepared the agenda, packet and minutes.

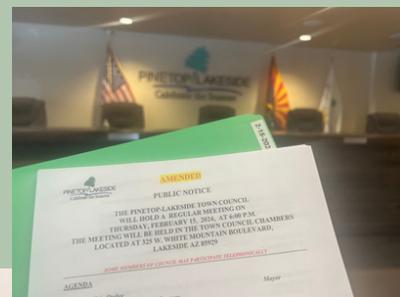
### Upcoming Meetings:

February 1, 2024, Town Council Regular Meeting @ 6:00 pm

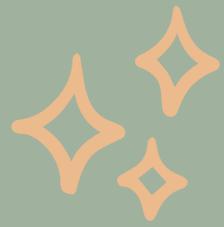
February 15, 2024, Town Council Work Session @ 5:00 pm

February 15, 2024, Town Council Regular Meeting @ 6:00 pm

February 15, 2024, Board of Adjustment Meeting following the 6:00 TC meeting.



# Election Updates



For Election Information and Updates go to [Pinetoplakesideaz.gov](https://Pinetoplakesideaz.gov)



## ELECTION NEWS

On Friday, February 9, 2024, Governor Hobbs signed HB2785. This is an “emergency measure” that is “operative immediately as provided by law.” HB2785 changed the date of the Primary Election to July 30, 2024.

## CALL OF ELECTION

The Town of Pinetop-Lakeside will hold a Primary Election on July 30, 2024, in conjunction with the Navajo County Election for the purpose of filling four (4) council seats. Three (3) four-year terms, and one (1) two-year term.

- If you are interested in running for a Town Council seat, contact Town Clerk Kristi Salskov at 928368-8696 Ext. 221

## KEY DATES FOR THE PRIMARY ELECTION

- July 1, 2024- Last Day to Register to Vote
- July 19, 2024,- Last Day to Request a Mailed Ballot
- Last Day to Vote Early In-Person
- Last Day to Return Ballots (by 7:00 pm)
- Primary Election



**Deputy Clerk Valichnac completed scanning all Town Ordinances last month and has completed scanning Resolutions for years 1984–2003. It will be helpful to have these documents available electronically. We will be sending archive documents to the State Archive Center for storage in a climate controlled facility. It is a goal for the Clerk’s Department to scan all files. This will allow for a faster turn-around time for record requests and research for all departments. These records are an important part of the Town’s history and our goal is to protect and preserve them.**



### **Short-Term Rentals, Business Licenses, and Cemetery updates**

- There were 17 new short-term rental applications in January. (this is approximately a 52% compliancy)**
- Business Licenses renewals will start soon. Deputy Clerk Valichnac has mailed the first round of letters to delinquent businesses. Businesses' that have a current license in good standing will receive an automated update for renewal via email.**
- Town Clerk Salskov is the administrator of the Cemetery Plots at the Lakeside Cemetery. Town Clerk Salskov facilitated/ordered 2 burials and worked with Matt and Kathrine at Public Works to help a family with several cemetery plot assignments. Town Clerk Salskov is working on changes/updates that are needed to the Pinetop-Lakeside Cemetery Town Code and will present them to Town Council at a future public meeting.**

## Current and Future tasks for the Clerk's Department:

- Preparations for FY2024-2025 Budget Meetings.
- Preparations for the FY2024-2025 Fee Schedule.
- Election Postings, Publishing's, filing's, Ballot prep for the 2024 primary election.
- Town Clerk Salskov- Arizona Municipal Clerk's Association Committee Meetings: Education Board, Records Management board, and Scholarship/Marketing Board. Educational Courses towards MMC.
- Deputy Clerk Valichnac: Mayor's Youth Advisory Committee, Monthly Meetings, Applications to fill three vacancies for next school year.

## Upcoming Events and Meetings:

- Employee Appreciation Banquet Dinner. Monday, February 26, 2024.
- ANCMCA Legislative Day at the League Offices in Phoenix. Town Manager Johnson, Town Clerk Salskov, and 4 Council Members will attend.
- Meeting with Health Insurance Representative to discuss renewal for FY2024-2025. Town Clerk Salskov, Accountant MacArthur and Assistant Town Manager/Finance Director Rodolph will attend.
- FY2024-2025 Budget Work Session will be held on March 6, 2024.
- Presidential Preference Election March 19, 2024.