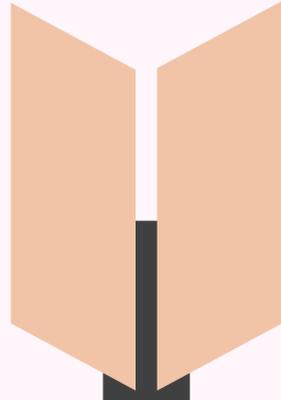


# CLERK DEPARTMENT REPORT APRIL 2024



**Town Council**

**Planning and Zoning**

**Mayor's Youth  
Advisory Committee**

**Records, Elections,  
Budget, Fee Schedule**

**Upcoming Meetings and  
Courses for the Clerk Dept.**



# ALL ABOUT TOWN COUNCIL



To View Town Council Meetings  
Please Visit YouTube or  
[Pinetoplakesideaz.gov](http://Pinetoplakesideaz.gov)

## TOWN COUNCIL REGULAR MEETING

April 4, 2024

APRIL 18, 2024

Ran by the Mayor's Youth  
Advisory Committee

## PROCLAMATIONS

- National Code Enforcement Officer Week
- National Arbor Day
- National Library Week
- Teacher Appreciation
- Public Safety Telecommunicators Week
- Week of the Young Child

## RESOLUTIONS

RES NO. 24-1705

RES NO. 24-1706

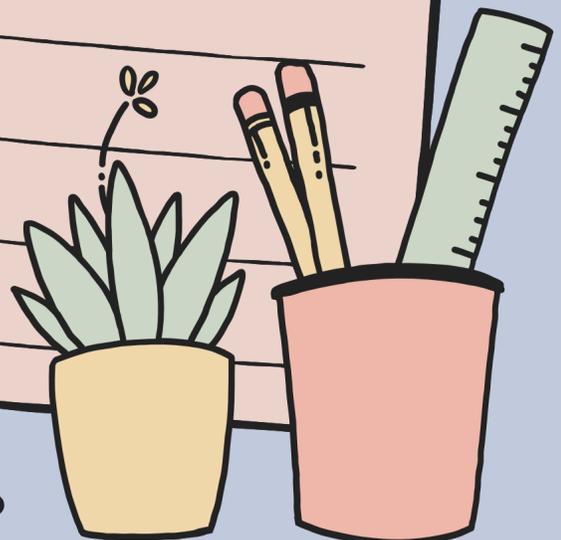
RES NO. 24-1707

## TC Accomplishments

- ★ Approved 3 Right-of-Way Deeds
- ★ Approved an IGA w/ Blue Ridge
- ★ Awarded contract for the Porter Mtn. Road Improvement Project
- ★ Awarded contract for an Economic Development Plan

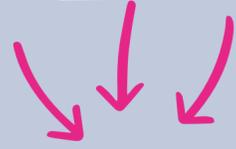
## ORDINANCES

ORD NO. 24-470



# PLANNING & ZONING COMMISSION NEWS

**IMPORTANT!**



Applications Due  
Wednesday, July 3

Interviews  
Thursday, July 18

First PZ Meeting  
Thursday, July 25

**VACANCY**

**Pinetop-Lakeside Planning & Zoning Commission**  
**has four (4) vacancies with terms to end July 22, 2027**

**As a Commissioner you will:**

**Make recommendations**  
**to the Council**

**regarding:**

- Zoning Ordinances
- Subdivision Regulations
- General Plan

**Approve:**

- Site Plans
- Conditional Use Permits
- Variances

**Interested?**

Please submit a letter of interest & statement of  
qualifications to Mackenzie Valichnac, Deputy  
Town Clerk, 325 W White Mnt Blvd., Lakeside, AZ  
85929 or email to

[mvalichnac@pinetoplakesideaz.gov](mailto:mvalichnac@pinetoplakesideaz.gov)

# PLANNING & ZONING COMMISSION CONT.



## ●●● APRIL MEETING REPORT

April 11, 2024

This Agenda included Zone Change Z-88

**This will be on the Town council Agenda on May 16, 2024.**



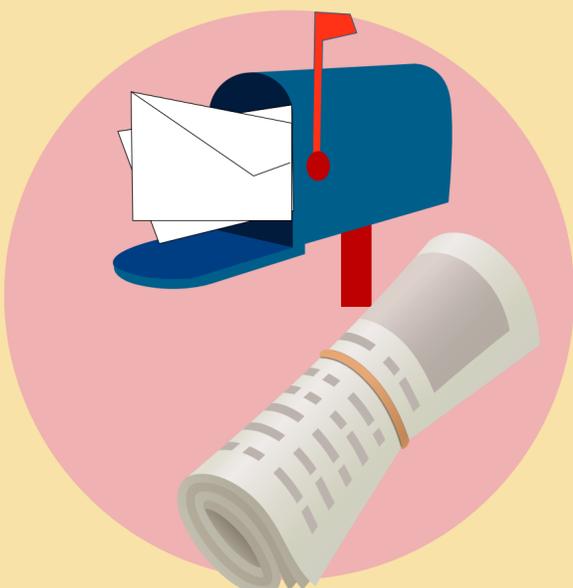
## ●●● Cancelled and Upcoming Mtgs

- **May 9, 2024 Cancelled**
- **May 23, 2024 Cancelled**
- **June 13, 2024-Scheduled**



## ●●● Upcoming Items for P&Z

- Plat for Whispering Pines
- Zoning Amendment-Lake Point
- Minor Amendment to GP
- Town Code Updates



●●●  
**Mailings, Publishings, & Postings were sent for Zone Change Z-88 Public Hearing to be heard by TC on May 16, 2024**

# MAYOR'S YOUTH ADVISORY COMMITTEE

MYAC RUNS TOWN COUNCIL MEETING 4/18/2024



The Mayor's Youth Advisory Committee ran the Town Council Regular Meeting on April 18, 2024.



MYAC approving an item for Town Council.



MYAC graduating seniors Josiah Grzelak, Sienna Grzelak, and Brooke Horne are shown appreciation for their years of service on the Mayor's Youth Advisory.





GIVE ME AN  
M



**MYAC interviewed 3 applicants and appointed all 3 to the committee.**

**Welcome to MYAC**

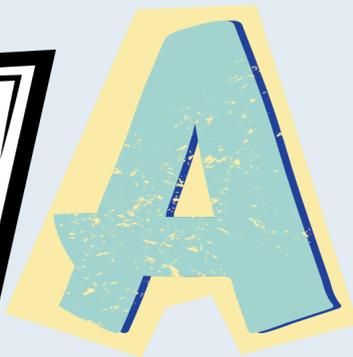
**Bryan Kemp Smithson**  
**Rockwell Rigg**  
**and**  
**Adalen Cobb**



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Y



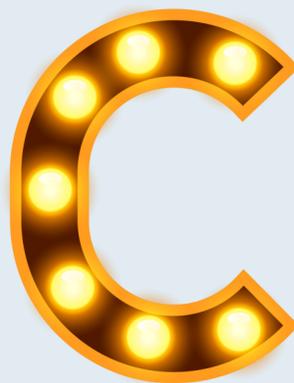
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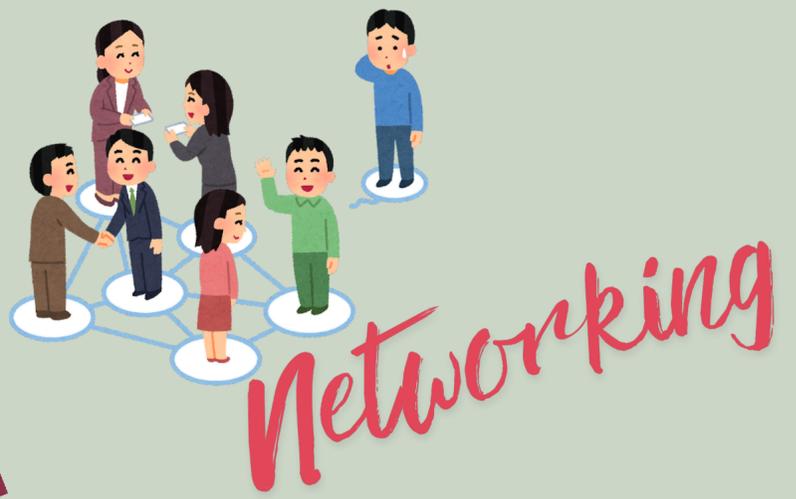


At the April Town Council meeting, The Members of MYAC shared a video and talked about all the great things they accomplished for the community in 2023-2024! We are very proud of them. Thank you to Deputy Clerk Valichnac for guiding these great teens.



GIVE ME A  
C





*Standin on a corner!!*



*Road Trip*

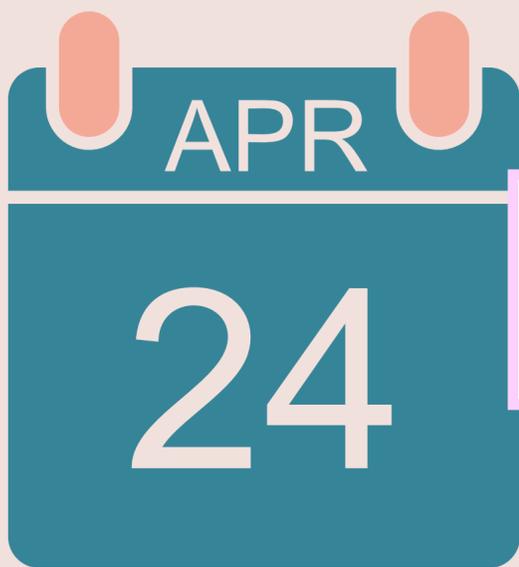


**April 18, 2024, Kristi and Mackenzie attended the Region 3 Clerk Meeting in Winslow. Clerks from St. Johns, Eagar, Show Low, Payson, Snowflake, Winslow, and Navajo County attended.**



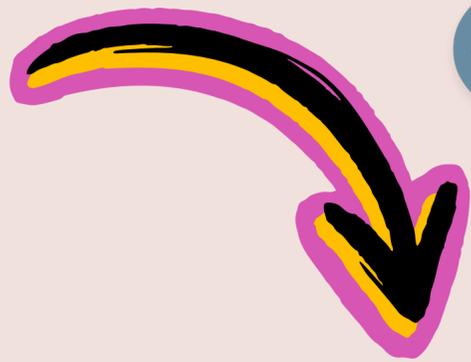
**ANCMCA Meeting held in Show Low. Kristi attended with Council Members**

**PSPRS Financial Wellness Curriculum. Kristi, Mackenzie and Stacy attended via zoom.**



**Arizona Municipal Clerks Association-Spring Best Practices**

**COMING SOON**



- **TC Budget Work Session  
May 14, 2024**
- **TC Budget Work Session  
May 29, 2024**



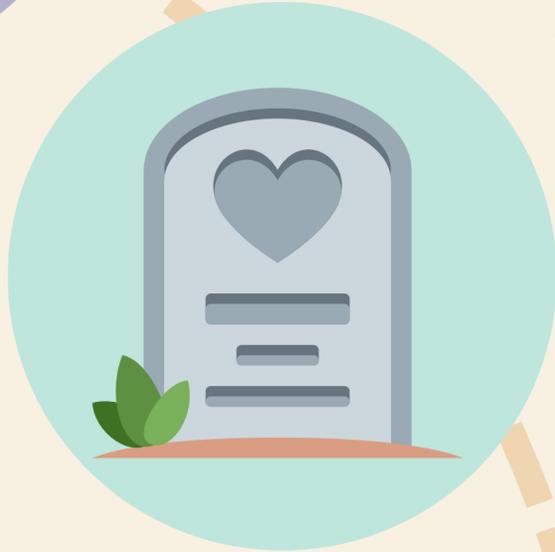
**Proposed FY2024-2025 Consolidated Fee Schedule and Notice of Public Hearing have been posted.**

## NOTARY SERVICES



- 4 Notary signings done in April.

## LAKESIDE CEMETERY



- Burials for April 2024-(4)
- Headstone Markings April 2024- (4)
- Inquiries- (8)
- Plot Transfers (2)

# CLERK DUTIES APRIL 2024



## RFP & RFQ'S

- RFP for a Water Tank at Mountain Meadow Published
- RFQ for an On-Call Engineer Published

## RECORD REQUESTS

28 Record Requests were submitted and answered in April 2024.



## Files & Electronic Scanning

- Resolutions are 90% Complete
- Contracts & Grants (A-B are scanned)

90%



# NEW

*Meet the  
Candidates*

**Visit the Town Website**

**[Pinetoplakeideaz.gov](http://Pinetoplakeideaz.gov)**

- Click on Election News
- Click on Meet the Candidates

## 2024 Town Council Candidates

### 2024 Town Council Candidates



HARRY  
TURNER



JENNIFER  
BRIMHALL



JEFFREY  
PHILLIPS



TODD  
FERNAU



JERRY  
SMITH

