



CLERK DEPARTMENT

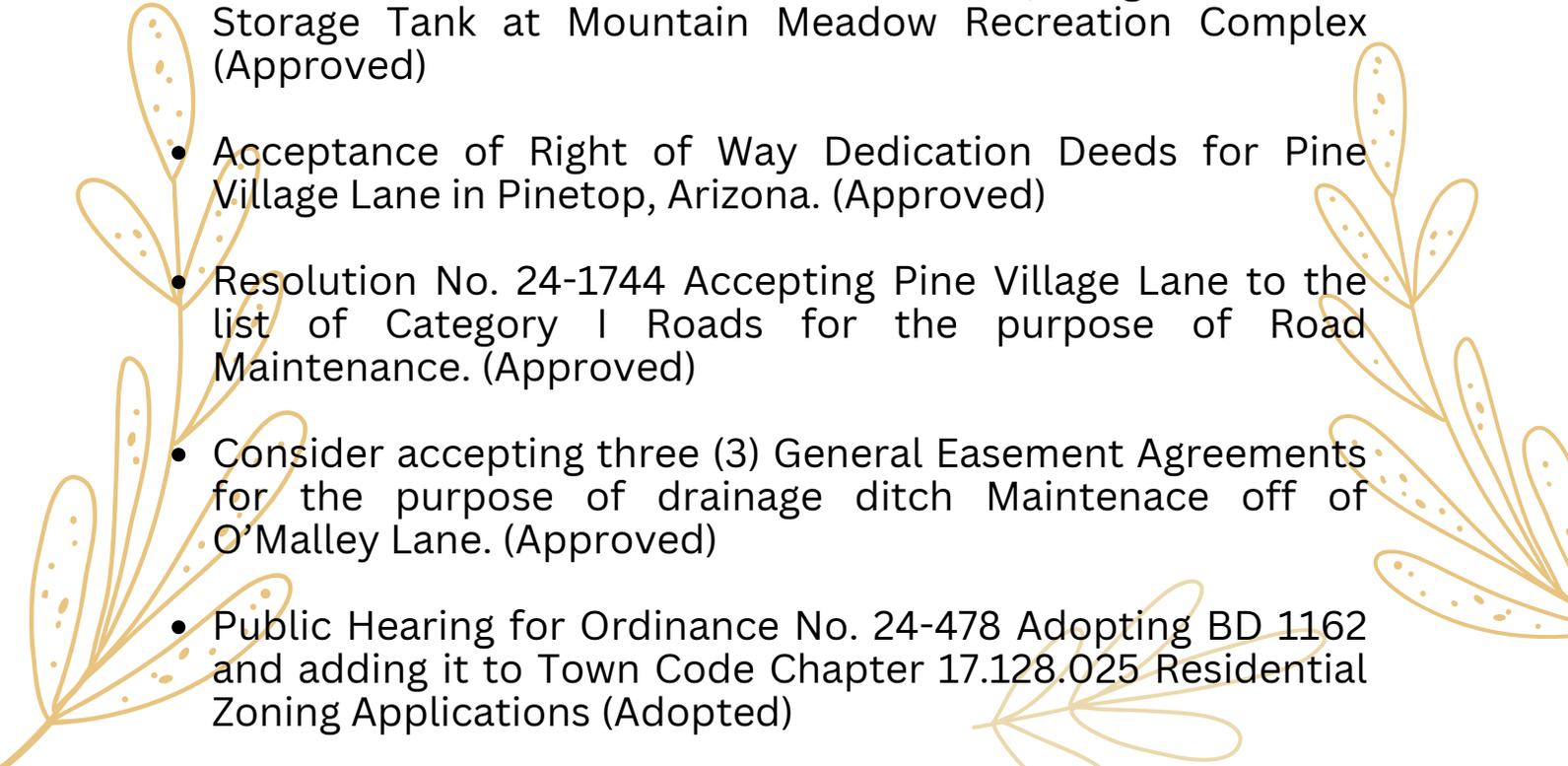
Report

NOVEMBER
2024



TOWN Council

7 NOVEMBER

- Recognition of Public Works Director Matt Patterson for receiving the 2024 Arizona Transportation Champion Award during the Arizona Rural Transportation Summit.
 - Public Hearing for Ordinance No. 24-477, Amending Town Code Chapter 2.04.100 Section A. Mayor - Election and Duties. (Approved)
 - Resolution No. 24-1758- Rescinding Resolution No. 24-1730 for adopting the results of the primary election held on July 30, 2024. (Council Member Elect Jennifer Brimhall withdrew her candidacy. (Approved)
 - Resolution No. 24-1746 Contract with Texas Aqua Store Inc. for construction and installation of a 100,000gallon Water Storage Tank at Mountain Meadow Recreation Complex (Approved)
 - Acceptance of Right of Way Dedication Deeds for Pine Village Lane in Pinetop, Arizona. (Approved)
 - Resolution No. 24-1744 Accepting Pine Village Lane to the list of Category I Roads for the purpose of Road Maintenance. (Approved)
 - Consider accepting three (3) General Easement Agreements for the purpose of drainage ditch Maintenance off of O'Malley Lane. (Approved)
 - Public Hearing for Ordinance No. 24-478 Adopting BD 1162 and adding it to Town Code Chapter 17.128.025 Residential Zoning Applications (Adopted)
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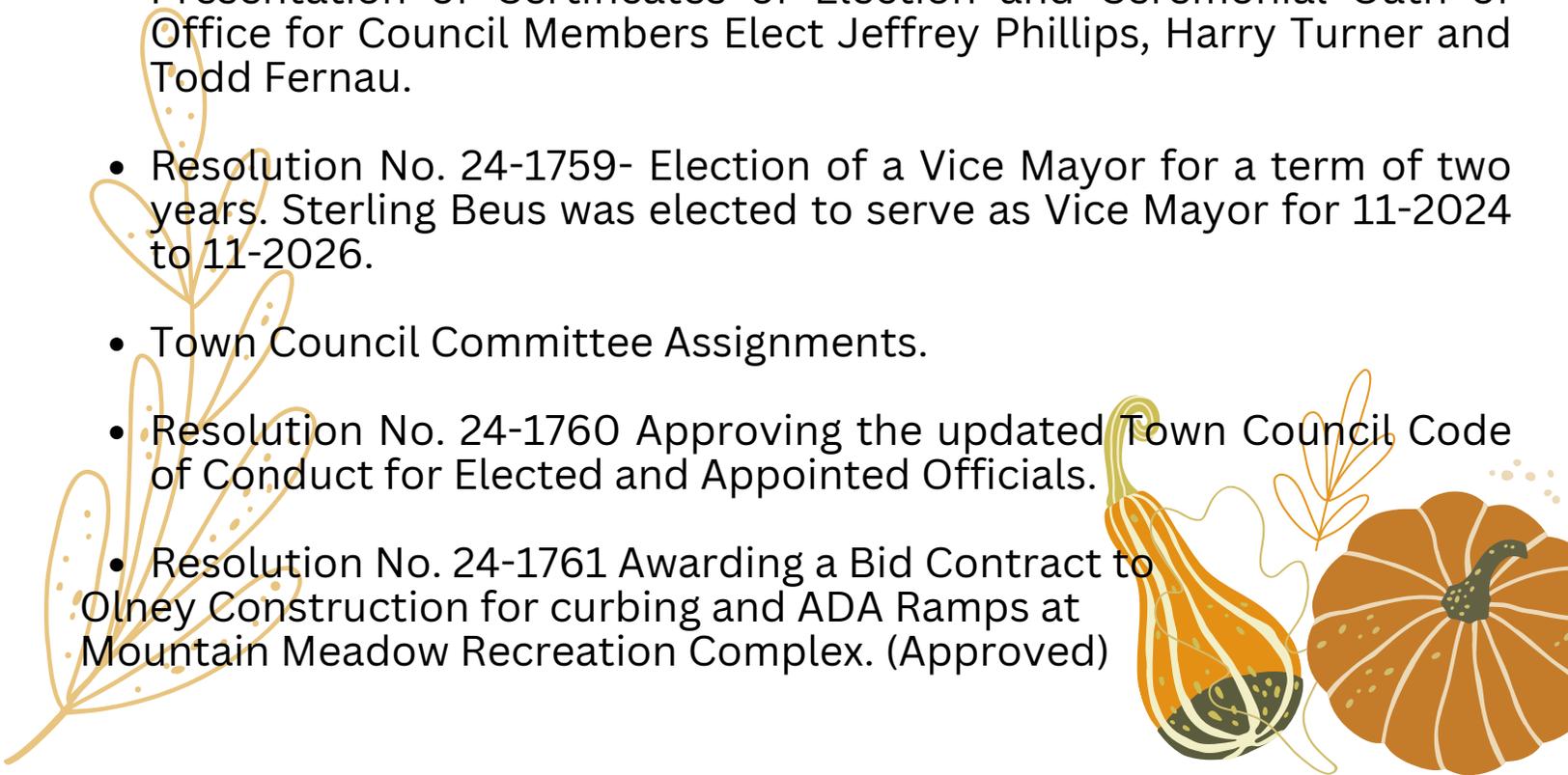
TOWN

Council

Continued...

21 NOVEMBER

- Proclamation “Small Business Saturday” November 30, 2024.
- Recognition of Planning and Zoning Commissioners Harry Turner and Todd Fernau for their service on the Commission.
- Recognition and appreciation to Council Members Lynn Krigbaum and Jim Snitzer for their many years of dedicated service on the Pinetop-Lakeside Town Council.
- Presentation of Certificates of Election and Ceremonial Oath of Office for Council Members Elect Jeffrey Phillips, Harry Turner and Todd Fernau.
- Resolution No. 24-1759- Election of a Vice Mayor for a term of two years. Sterling Beus was elected to serve as Vice Mayor for 11-2024 to 11-2026.
- Town Council Committee Assignments.
- Resolution No. 24-1760 Approving the updated Town Council Code of Conduct for Elected and Appointed Officials.
- Resolution No. 24-1761 Awarding a Bid Contract to Olney Construction for curbing and ADA Ramps at Mountain Meadow Recreation Complex. (Approved)



PLANNING

& Zoning



Applications Due
Friday, December 27

Interviews
Thursday, January 2

First PZ Meeting
Thursday, January 9

Pinetop-Lakeside Planning & Zoning Commission

has two (2) vacancies with terms to end July 23, 2026

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



MYAC

NOVEMBER 14

Through donations MYAC
was able to purchase
\$1500 worth of food to
Backpack Snacks

This included:

920 Oatmeal Packs

432 Applesauce cups

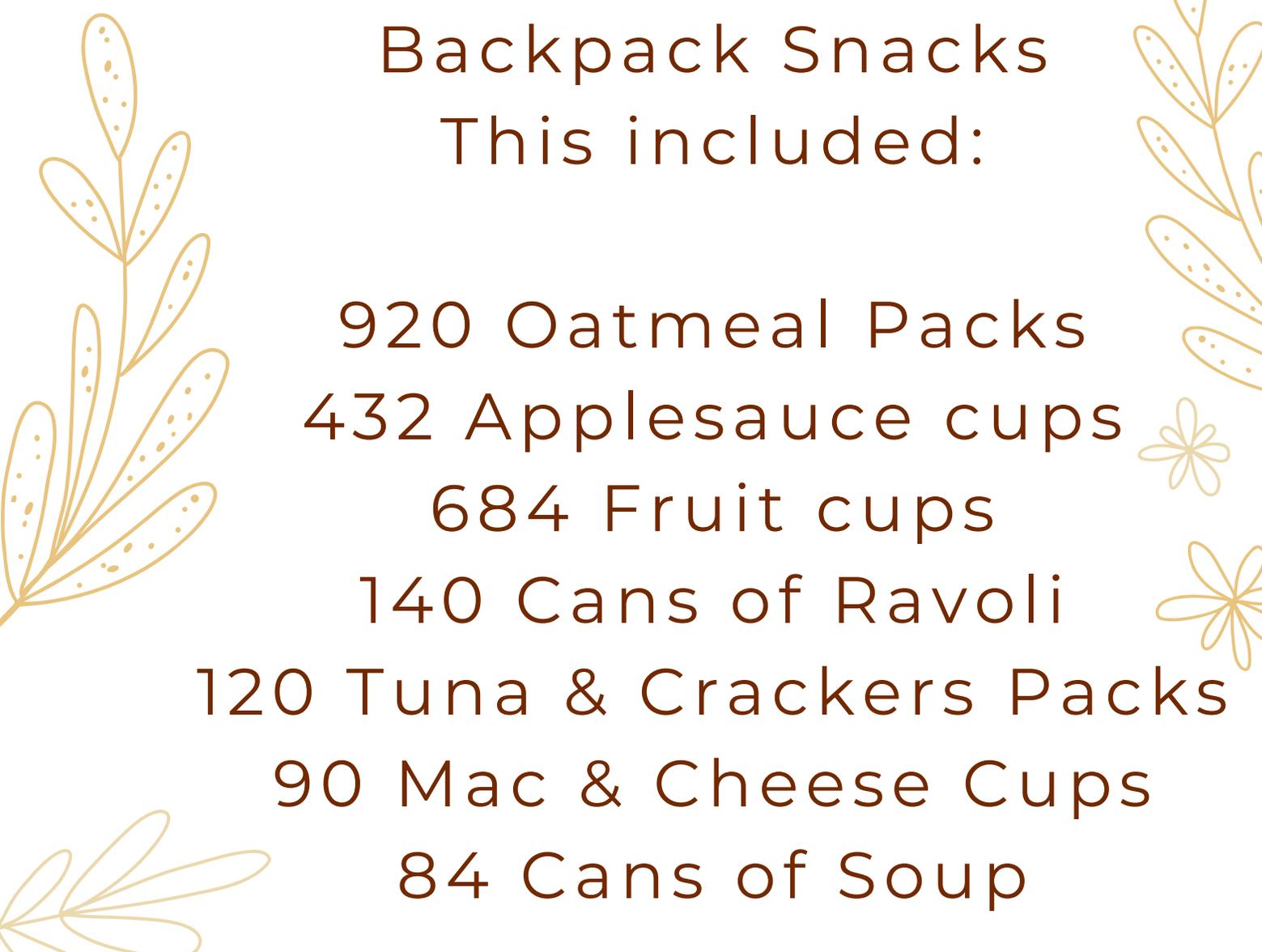
684 Fruit cups

140 Cans of Ravoli

120 Tuna & Crackers Packs

90 Mac & Cheese Cups

84 Cans of Soup



MISC.

Notary: 6 Education:

Kristi:

- Attended the Arizona Women Leading Government Conference November 6th-8th.
- Arizona Municipal Clerks Association Education Committee- I worked with the Arizona Attorney General's Office and scheduled them to present to Arizona Clerks during Fall Best Practices.
- Completed Semester 2 of the Certified Public Managers Course through ASU. Semester 3 will start January 6, 2025.

Mackenzie:

- Training Held by the Dept of Liquor.
- Obtained her CMC Designation

Cemetery:

- Calls for Information: 8
- Burials- 8
- Headstone Markings- 2
- Scanning of Records to become digital and send records to storage.- (A-C is Complete)



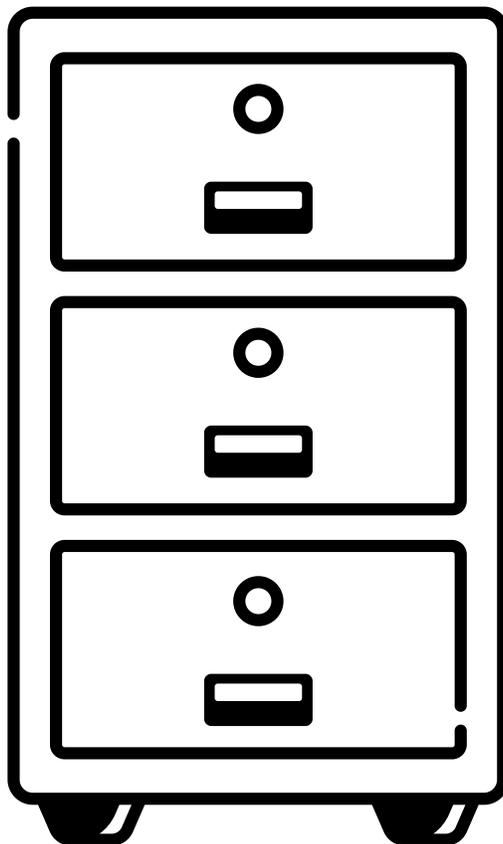
RECORDS

Report

Town Council Minutes
are 35% scanned.

Cemetery Records: A-C
are scanned.

Records Management is a very important part of preserving the Towns history. We are working diligently to have all records electronically filed.



LICENSES

8 Business
Licenses

0 Vendor Permits

Short-Term
Rentals

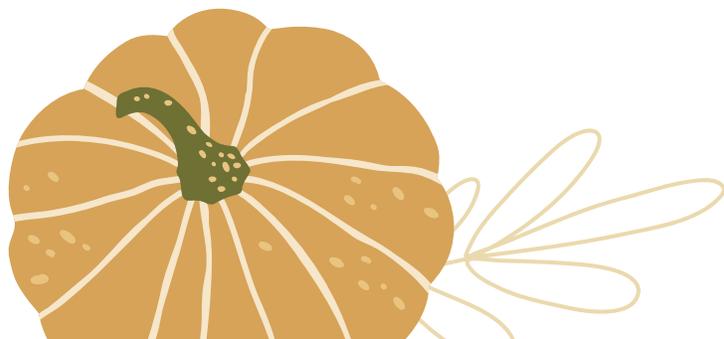
New: 0

Renewal: 9



**Reached out to 121 businesses
that have not completed
their renewals.**

**Sent out 160 Wildfire Packets to
STRs**





Kristi, Mackenzie, Annie, Stacy and Priscilla decorated for the Town Thanksgiving Luncheon.

The Clerk Department loves a good party! We said goodbye to Councilor Snitzer and Councilor Krigbaum on November 21st. Kristi baked cupcakes and Annie made cure decorations for the cupcake toppers. Kristi and Mackenzie enjoy decorating the dias for fall and winter every year!

