



February 2025
Clerk Department
Report



February 6th Town Council Work Session

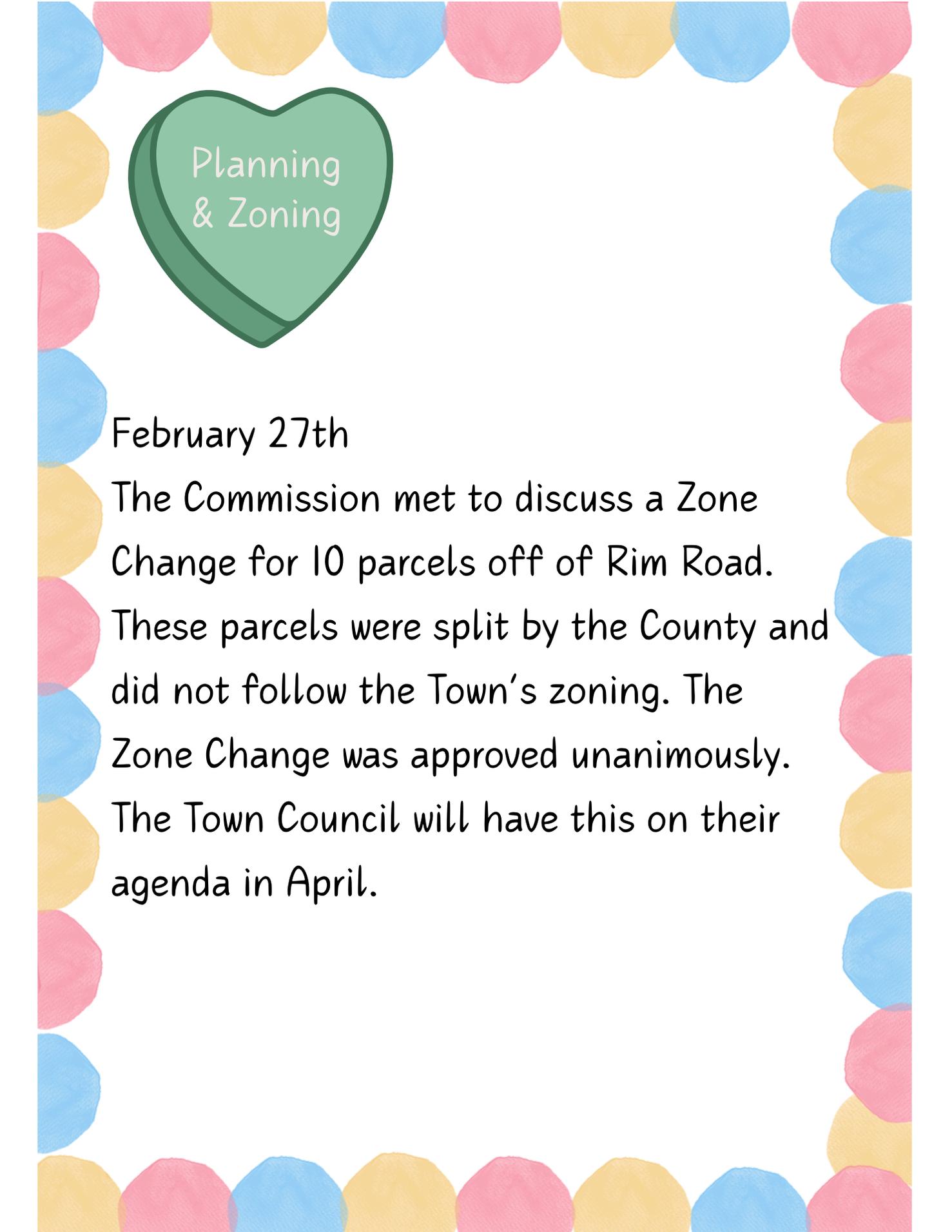
- Discussion of the Solid Waste Feasibility Study

February 6 Town Council Mtg Recap

- Congratulations to Teacher of the Year, Sarah Bromke.
- Congratulations to the Voice of Democracy Audio Essay winners, Jackson Woods, Elliot Woods, and Audrey Woods.
- Congratulations to VFW Public Servant Award recipients from VFW Post 2364. Officer Eduardo Bonilla, Deputy Cooper Stubbefield, detention Deputy Kirby Colelay, Public Safety Telecommunicator Carla Ballesteros, Fire Fighter Holly Koerner, and EMT Garret McCloud.
- Proclamation "Black History Month"
- IGA w/ Navajo County for election services.
- Increase of Council Compensation- Failed
- Resolution No.25-1768- Purchase of Washburn property.

February 20 Town Council Mtg. Recap

- Ordinance No. 25-480 Adding an additional Chapter to Title 12, Chapter 12.26 Town of P-L Road Maint.
- White Mtn Nature Center presentation.
- Amendment to a License Agreement w/ Arizona Water.
- Town Council Committee Liaison and Town Manager monthly reports.



Planning & Zoning

February 27th

The Commission met to discuss a Zone Change for 10 parcels off of Rim Road.

These parcels were split by the County and did not follow the Town's zoning. The

Zone Change was approved unanimously.

The Town Council will have this on their agenda in April.

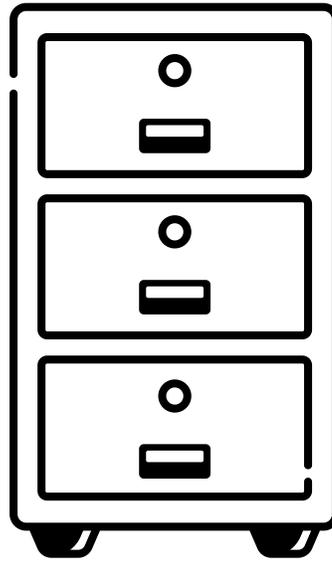


February 13
Public Works Operations Manager,
Daniel Rawlings, gave the MYAC students
a tour of the Public Works Department.
The kids had a blast trying out the
equipment! Thank you, Daniel!





Town Council
Minutes are now
80% scanned!



They will be completely scanned and sent to
Iron Mountain for storage in March.

Records management is one of the main
priorities for the Clerk Department this
year. By the end of FY2025-2026 our
Town records will be fully electronic.



Permits/ Licenses

Business Licenses	10
Single Vendor Permit	3
Annual Vendor Permit	6
Special Event Permit	0
STR Renewals	4

Did You Know

Per Town Code 5.04.020 License Required

It is unlawful for any person to conduct any business from within the Town boundaries, as defined in Section 5.04.010, without first obtaining a business license from the Town.

Any Person or business subject to the Town Tax Code shall by definition be required to obtain a business license. Ord. 10-336



Kristi's Education for February 2025

- Monday Legislative Calls for Clerks- Every Monday at 9:00a.m.
- Completed Semester 3 of CPM Course on Feb. 9th.
- Feb. 6th AMCA Scholarship Committee Mtg
- Feb 20th AMCA Records Management Committee Mtg.
- Feb 25th AMCA Education Committee Mtg to set the agenda for Spring Best Practices.

Mackenzie's Education for February 2025

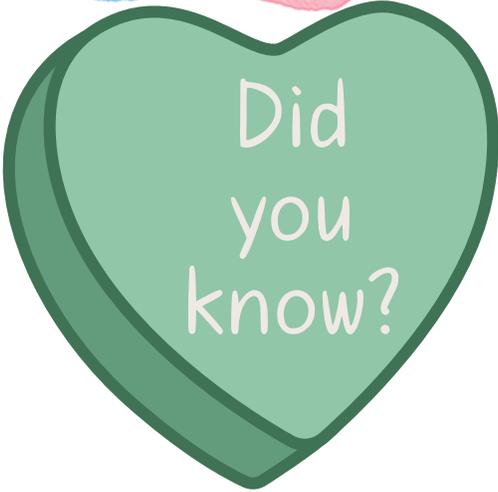
- Monday Legislative Calls for Clerks- Every Monday at 9:00a.m.

Misc.

Special thanks to Mackenzie Valichnac for the many hours she spent planning and decorating for the Employee Appreciation Dinner.

Thank you to Sergeant Michaela Garvin and Marcus Ramos for 10 years of service with the Town and to Susie Anderson, Annie De Rosier, Sean Mulkearns and Frank Young for 5 years with the Town.





Did
you
know?

In March of 2024 the Clerk Department decided to change to fully electronic Town Council and Planning and Zoning Agenda and Packet Materials. Council Members and Commissioners were given Town issued iPads. Implementing paperless Agenda's and Packet Materials Saved approximately 70,320 sheets of paper in 2024 alone.

70,320=141 Reams of paper

141 Reams = 14+ Cases of paper

14 Cases of paper x \$39.99 per case =\$559.86

total savings to the Town \$559.86 (Does not include the savings in toner and copier maintenance.)

Savings of 2-3 hr./week of Clerk time= priceless