



JANUARY **2025**
CLERK

REPORT

**Wishing you a New Year filled with
success, growth, and endless
opportunities.**



TOWN COUNCIL

RECAP

January 2, 2025 Town Council Regular Meeting

- Presentation of Navajo and Apache Street Traffic Study Findings.
- Interviews and Appointment for two (2) new Planning and Zoning Commissioners. Welcome to Richard Miller and Jeff Stearns.

January 14, 2025 Town Council Work Session

- Town Manager Johnson presented on Town Council Organization & Procedure, Overview of the Council Process and Code of Conduct for elected and appointed officials, and Town Manager Duties.
- Town Clerk Salskov presented on the duties of the Town Clerk Department, Elections, Board of Adjustment, Town Consolidated Fee Schedule, Open Meeting Law, Roberts Rules of Order, Guide to Preparing and Adopting Local Laws, and Anatomy of a Council Meeting.
- Assistant Town Manager/Finance Director Rodolph presented on duties of the Finance Department and the 2018 Purchasing Policy.

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- Community Services Director Alba presented the duties of the Community Services Department.
- Community Development Director Loyd presented the duties of the Community Development Department.
- Library Director Peck gave updates of past and upcoming events for the Library.
- Public Works Director Patterson offered updates of past and upcoming projects for the Public Works Department.
- Chief of Police Dan Barnes offered updates and happenings of the Police Department.

January 16, 2025 Town Council Regular Meeting

- Proclamation “*Future Business Leaders of America*”
- Major Amendment to the General Plan Land Use Element for 70.16 acres on the east side of S. Penrod.
- Approval of Z-90 a Zone Amendment for 70.16 acres located on the east side of S. Penrod.

January 16, 2025 ANCMCA Legislative Day in PHX

- Mayor Irwin, Vice Mayor Beus, Council Member Smith, Town Manger Johnson, and Town Clerk Salskov attended Legislative Day at the League of Arizona Cities and Towns Building and met with Senators and Representatives of Districts 6, 7, and 13. League Director Belshe noted important Bills for Navajo and Apache County to watch.



Pictured: Town Manager Keith Johnson, Mayor Irwin, Council Member Turner, Vice Mayor Beus, Council Member Phillips, and Assistant Town Manager/Finance Director Rodolph attended the Ribbon Cutting for Navopache Electric on January 27, 2025.



WELCOME
NEW P&Z

COMMISSIONERS

On January 2nd, Town Council appointed Rick Miller and Jeff Stearns to the Planning and Zoning Commission.

Their terms will expire on July 23, 2026.

We are excited to have them on our Commission.



PLANNING AND ZONING COMMISSION

JANUARY 9TH

***The Planning and Zoning Commission
approved the site plan for
Rustic Pines.***

MAYOR'S YOUTH ADVISORY COMMITTEE

MYAC held their regular meeting on January 9th. They discussed what they would like to accomplish for the rest of the year and how to advertise for Committee vacancies.



MYAC served lunch at the White Mountain Community Center on January 9th.

MYAC helped stock the shelves and pack bags for Backpack Snacks on January 28th.



RECORDS

TOWN COUNCIL MINUTES 70% SCANNED

The Clerk Department continues to make progress on record scanning.

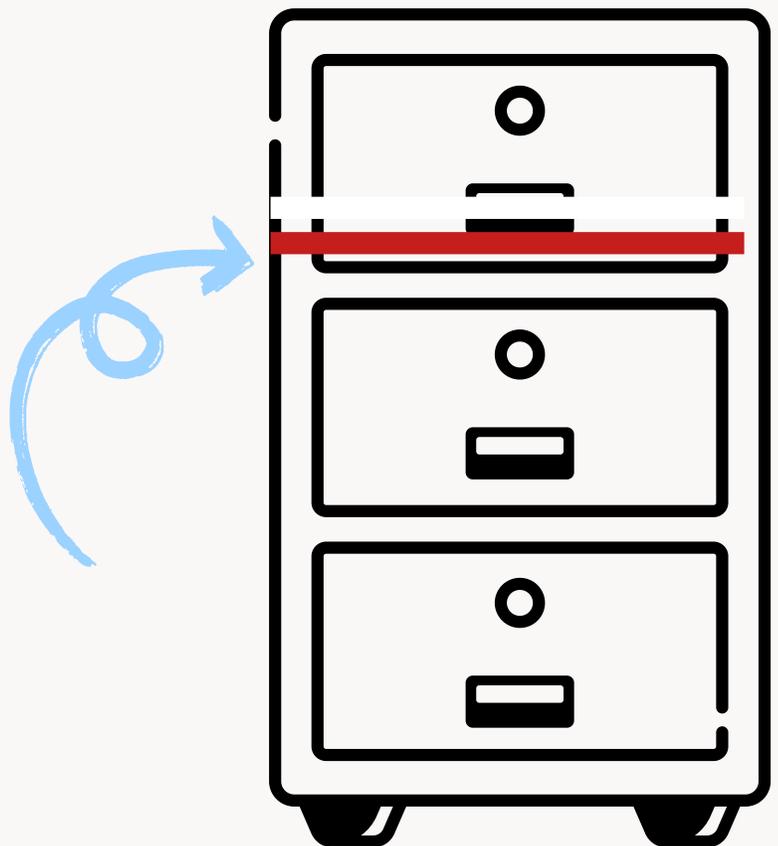
Resolutions and Ordinances are complete.

Town Council Minutes are at 70% complete.

Grants, Contracts, and IGA's are only 4% complete.

Cemetery Records are approximately 8% complete.

We have a way to go, but it very time consuming work.



MISC.

NOTARY SERVICE

Notary Service in January: 5

Kristi has sent her renewal to the Arizona Secretary of State.

EDUCATION

Kristi is in her 3rd Semester of the ASU Certified Public Manager Program.

Kristi submitted an essay to the International Institute of Municipal Clerks in the hopes of earning a scholarship award to attend the National Conference in May.

Kristi continues to serve on 3 committees for the Arizona Municipal Clerk Association. Education Committee, Scholarship Committee, and the Records Committee.

CEMETERY

Information only calls: 12

Calls for Burials: 4

Headstone marking: 0

Accountant Stacy MacArthur has agreed to be trained on everything (office) for the Cemetery. This will be a huge help to Kristi and it is very much appreciated. Stacy will be great at assisting families.