



**March**

**2025**

**CLERK  
REPORT**

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# Town Council Recap

## March 6th

March 3, 2025, Town Council Regular Meeting

Consent Agenda:

- Approval of Work Session Minutes from Feb. 6, 2025
- Approval of Town Council Regular Mtg Minutes from Feb. 20, 2025
- Special event Liquor License Approval
- Approval of the Town Check Register for Dec. 1- 31, 2024.

Business Before Council:

- Proclamation “Women’s History Month” March 2025
- Updates from Nexus Coalition-Latest drug trends
- Updates from the Humane Society of the White Mountains
- Approval of Resolution No. 25-1771-Adopting a Policy incentivizing Workforce Housing.
- Approval of Resolution No. 25-1772- Approving an MOU with Off Duty Management for staffing school security.



## March 20th

March 20, 2025, Town Council Regular Meeting

Consent Agenda:

- Approval of the Budget Work Session Minutes held on March 4, 2025.
- Approval of Town Council Regular Meeting Minutes from March 6, 2025.

Business Before Council:

- Proclamation “Fair Housing Month” March 2025
- Presentation and acceptance of the Town’s Annual Financial Comprehensive Report and the Annual Expenditure Limitation Report.
- Updates given from the Navajo County Sheriff’s Office.
- Approval of Ordinance No. 25-481 Adopting the 2024 International Building Code.
- Tabled Ordinance No. 25-482 Amending Town Code Title 12 by adding Section 12.12.070 Bounce Houses and Other Inflatables.
- Town Council Committee Liaison and Town Manager monthly reports

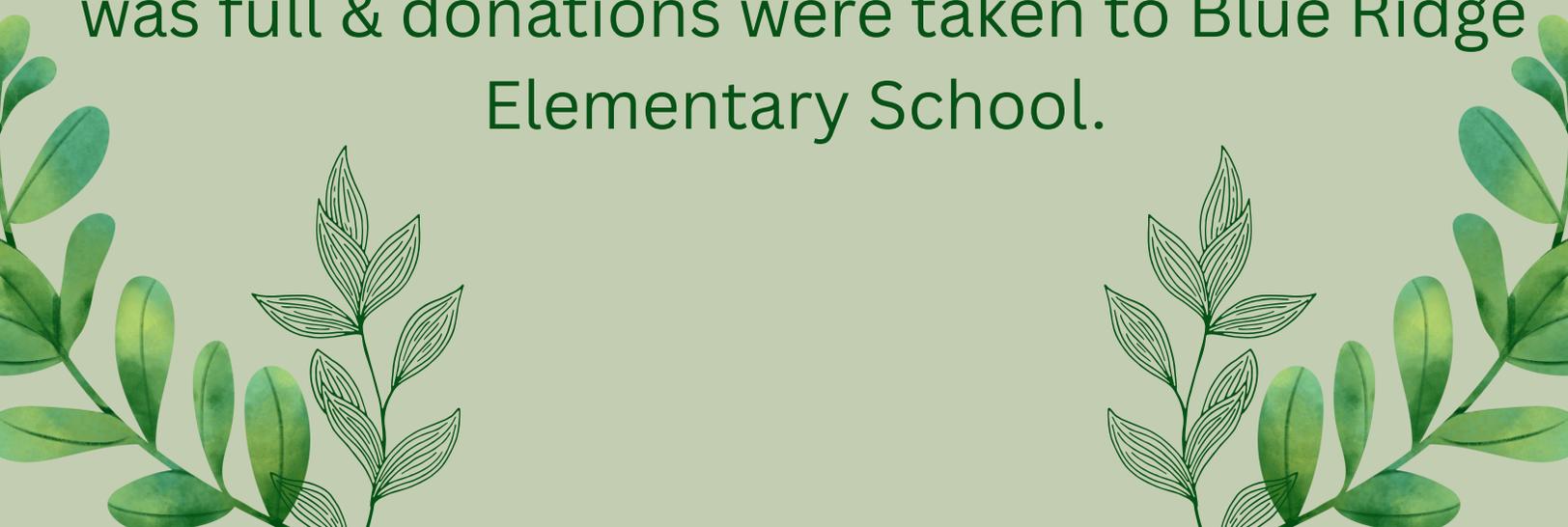


# MYAC

 March 20th

MYAC reviewed events  
for the rest of the year  
and discussed filling vacancies.

The Town Hall Backpack Snacks box  
was full & donations were taken to Blue Ridge  
Elementary School.





# Licenses

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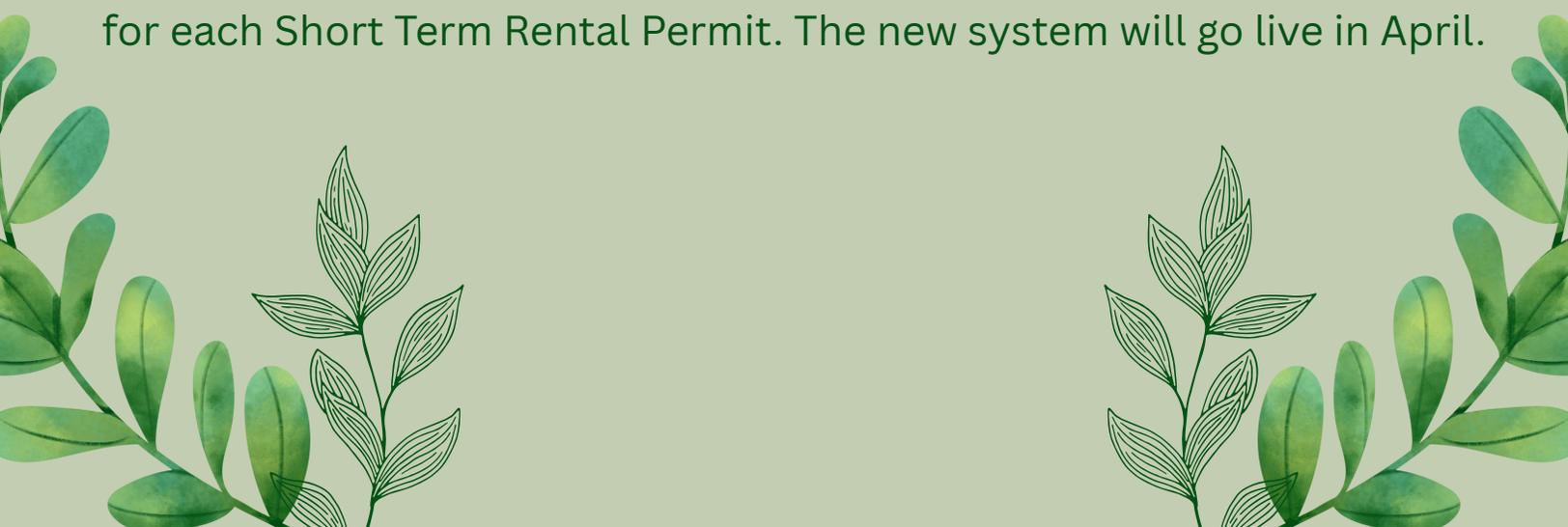
 Business licenses: 10

 Special Event Permit: 1

 Single Vendor Permits: 4

 Annual Vendor Permits: 25

GovOS was unable to provide the STR data needed for the new permit system, Deckard . It took 2 days to manually transfer the information for each Short Term Rental Permit. The new system will go live in April.



# Records

All Town Council Minutes are now scanned digitally! Originals are being sent to Iron Mountain for storage.



Clerk File Room Before



Clerk File Room After



Boxed and ready for storage at Iron Mountain

Lakeside Cemetery:  
Records are scanned through letter M.

# Misc

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## EDUCATION:

### Kristi:

- Spring Best Practices March 25 & 26
- Started Semester 4 of my CPM Course through ASU on March 3rd. (Certified Public Manager)

### Mackenzie:

- Spring Best Practices March 25 & 26

## LAKESIDE CEMETERY:

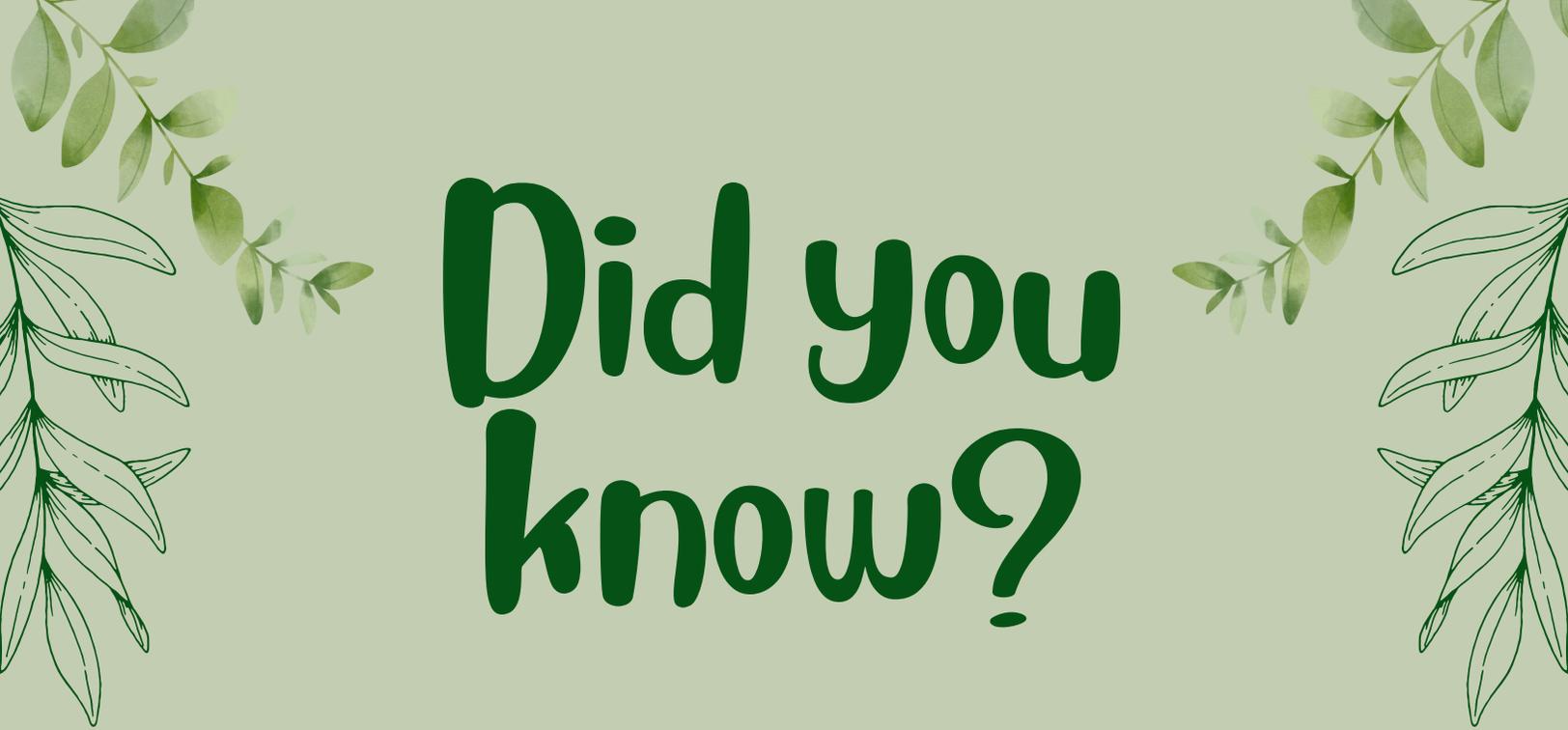
Stacy MacArthur, Accountant (Finance Dept) has graciously offered to learn and help with the Cemetery. Kristi has been teaching Stacy about plot purchases, plot buy-backs, headstone markings, information calls and much more. Cemetery administration is very time consuming, and I really appreciate Stacy's help.

- March information calls: 10
- March burials ordered: 2
- March grave purchases: 2



# Misc. Cont.

- The Clerk Dept. prepared the agenda, posted, prepped, and completed the minutes for the Town Council Budget Meeting held on March 4<sup>th</sup>.
- Region 3 Clerk Meeting and Lunch in Snowflake. This was a great meeting. Clerks from Apache and Navajo County gave updates. Legislative updates were given, and discussion for the Region 3 basket for raffle supporting AMCA Scholarships was discussed. Mackenzie offered to take the lead for the basket this year. our theme will be Take a Hike.
- Ordinance No.'s 25-480 and 25-841 were posted per State Statute.



# Did you know?

The Clerk is responsible for ensuring that required public notices are properly published, such as notices of council meetings, public hearings, and other legal requirements. This helps ensure that citizens are informed and can participate in local governance.

