



April 2025 Clerk Report

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Town Council Recap

April 3, 2025, Town Council Regular Meeting

- Approval of the minutes of the Town Council Regular Meeting held on March 20, 2025.
- Approval of the Town Check Register for the period of January 1-31, 2025.
- Proclamation “*Week of the Young Child*”
- Proclamation “*National Library Week*”
- Updates from TRACKS given.
- Ordinance No. 25-482 Approved- Amendment to Town Code Title 12, adding Section 12.12.070 Inflatable Play Structures.
- Ordinance No. 25-483 Approved-Zone Change (Z-92)

April 17, 2025, Town Council Regular Meeting

This meeting was conducted by the Mayor’s Youth Advisory Committee

- Approval of the minutes of the Town Council Regular Meeting held on April 3, 2025.
- Proclamation “*National Wildfire Community Preparedness Month*”
- Proclamation “*Frontline Worker Appreciation Month*”
- Proclamation “*National Arbor Day*”
- Approval of a Right-of-Way Dedication Deed from Mark J. Larson, a Successor Trustee of the Larson Living Trust for secondary access from SR 260 to Springer Mountain Drive.
- Presentation from the Mayor’s Youth Advisory Committee.
- Acknowledgment of MYAC graduating seniors.

Planning & Zoning

There were no Planning and Zoning Meetings in April.

RECORDS

- Cemetery Records are 100% scanned.
- Town Council Meeting Minutes are 100% Digital. Originals are boxed and ready for transport to the State Storage Facility.
- Allanna has started scanning Historical Town Records.

CEMETERY

April Burials: 2
April Information Calls: 6
Headstone Markings: 2
Number of graves sold: 0



MYAC

MYAC attended the City of Show Low Council meeting to highlight the impact that Backpack Snacks has on the kids in the White Mountains.



MYAC Volunteered at the Town's Easter Celebration



MYAC conducted the 4/17 Town Council Meeting

Welcome

We have 2 new MYAC Members!

Welcome to Elliot Woods & AleenaJo Nevarez





Licenses

We officially switched Short-Term Rental systems in April. Mackenzie has been helping property owners navigate the new system.

New licenses:

- 9 Business Licenses
- 18 Single Vendor Permits
- 9 Annual Vendor Permits



Misc.

Education

Kristi:

- Completed Course 4 of her Certified Public Manager (CPM) and starts the last course on April 28th.
- Records Management Committee Mtg. April 17th
- Education Committee Mtg. April 23rd
- Scholarship Committee Mtg. April 15th

Upcoming Education:

Kristi will be attending the IIMC Annual Conference May 17-22nd.

Kristi will be attending AMCA Academy June 10-12th.

Kristi will graduate from the ASU CPM Program on June 16th.

Kristi and Mackenzie will be attending the AMCA Annual Conference and Elections Training July 21-24th.

April Postings & Publishings

- April 4- Posted the Proposed Consolidated Fee Schedule for FY2025-2026.
- April 11- Posted Town Council Agenda for April 17th Mtg.
- Ordinance No. 25-481 to WMI for Publishing on April 22nd.
- April 16th posted Planning & Zoning Mtg Cancellation for April 24th.
- Removed Ordinance 25-481 from posting- has met Statute requirements and will publish in WMI on April 22nd.
- April 25th Posted TC Budget Work Session Agenda for May 6th Mtg.
- April 29th sent Ord 25-482 & Ord 25-48. to WMI for publishing on May 6th.



Did you know?

Municipal Clerk's must follow State Statutes for the posting of Meeting Recordings as well as Legal Actions?

Digital Recordings of a Town Council Meeting must be posted to the Town Website no later than five days after the meeting and must retain the recording on the Website for at least three years.

Legal Actions must also be posted to the Town Website no later than five days after the meeting and retain this information on the Website for at least three years.

In Pinetop-Lakeside we post the Recording and the Legal Action within 24 hours for best practices and transparency.