

**MINUTES
EAGAR TOWN COUNCIL
REGULAR MEETING
22 W. 2nd St., Eagar, AZ
December 1, 2015 - 7:00 P.M.**

Mayor Bryce Hamblin called the Regular Council Meeting to order and welcomed those present. Mayor Hamblin stated that Vice-Mayor James Nelson, Jr, is absent. Mayor Hamblin led the Pledge of Allegiance and Councilor Allen Browning offered the invocation.

COUNCIL PRESENT: Bryce Hamblin, Mayor
Debra Seeley
Steve Erhart
John O. Phelps
Allen Browning
Winslow McNeill

COUNCIL ABSENT: James Nelson, Jr., Vice Mayor

STAFF PRESENT: Tami Ryall, Town Manager
Bruce Ray, Public Works Director
Katie Brady, Finance Manager
Eva Wilson, Town Clerk
Frank Adams, Fire Chief
Mike Sweetser, Interim Police Chief (Telephonically)
Steven Jones, Acting Police Sergeant
Doug Brown, Town Attorney

ITEM #5: SUMMARY OF CURRENT EVENTS

A. MAYOR

None.

B. COUNCIL

Councilor Winslow McNeill stated that he has a Round Valley High School student, Jonathon Wiltbank, job shadowing him tonight. Jonathon Wiltbank made a brief introduction stating that he is interested in politics and governmental operations and will pursue his schooling in political science. This job shadowing is part of his senior English project.

C. STAFF

Town Manager Tami Ryall noted the following upcoming events:

- Santa's Visit, Saturday, December 5th
- Christmas Light Parade, also December 5th

- Town Christmas Potluck, Thursday, December 10th

Interim Police Chief Mike Sweetser stated that the police involved shooting on November 25th is still under investigation by outside agencies and as more information is available the Town Manager will keep the Council apprised of details.

ITEM #6: OPEN CALL TO THE PUBLIC

None.

ITEM #7: PRESENTATIONS

A. PRESENTATION OF THE 30-YEAR SERVICE AWARD TO MIKE NORMAN

Fire Chief Frank Adams stated that the Eagar Fire Department is recognizing Mike Norman for his many years of dedicated service to the Department. It is a very rare individual that spends 40 hours at one job and turns around and spends the majority of his time serving the community. Mike not only services the Eagar Fire Department, but also the surrounding fire agencies by the many hours spent training firefighters and emergency medical technicians. It is a great honor that the Department gets to present him with the 30-years of service to the community award.

Assistant Chief Mike Norman stated that he just stopped into the Eagar Fire Department 30 years ago looking for some adventure and they let him stay – and he was hooked. He has enjoyed every minute of his time with the Department and the time went by fast.

ITEM #8: CONSENT AGENDA

- A. APPROVAL OF MINUTES OF EAGAR TOWN COUNCIL MEETING(S) HELD NOVEMBER 2015
- B. APPROVAL OF OCTOBER 2015 NATIONAL BANK OF ARIZONA TRANSMITTALS, CHECKS WRITTEN, PAYROLL DIRECT DEPOSIT VOUCHERS, AND CREDIT CARD PURCHASES
- C. ACCEPTANCE OF OCTOBER 2015 FINANCIAL REPORT AND SALES TAX REPORT
- D. DISCUSSION AND CONSIDERATION APPROVING A PART-TIME CLERICAL POSITION WITHIN THE EAGAR MUNICIPAL COURT

Councilor Allen Browning moved to approve the Consent Agenda as presented. Councilor Steve Erhart seconded; all were in favor, motion carried unanimously. 6-0

ITEM #9: UNFINISHED BUSINESS

None.

ITEM #10: NEW BUSINESS

- A. DISCUSSION AND FIRST READING OF ORDINANCE 2015-05 ESTABLISHING FOUR TYPES OF FEES WITHIN THE EAGAR MUNICIPAL COURT – A DEFERRED PROSECUTION FEE, PROSECUTION REIMBURSEMENT FEE, AN ORDER TO SHOW CAUSE FEE, AND A WARRANT FEE TO BE SET BY RESOLUTION
- B. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2015-12 AMENDING AND SETTING FEES FOR THE TOWN OF EAGAR

Ms. Ryall asked to speak to the two above items together as they are closely related. Every year the Town will reevaluate its fees before the budget process.

Regarding Ordinance 2015-05, the court specific fees, the Eagar Municipal Court recently underwent an audit by the Administrative Office of the Courts and found the Court had been imposing these fees in different amounts for a number of years and suggested that the fees actually be codified into the Town Code for consistency.

Resolution 2015-12 specifies the actual dollar amount of the court fees plus any recommended changes to the overall Town Fee Schedule.

Court

- Order to Show Cause fee \$250;
- Warrant fee \$350;
- Deferred Prosecution fee, up to \$5,000;
- Prosecution fee, up to \$5,000.

The bulk of fee changes are within the police department and are recommended for consistency for internal departments or to keep consistency with the joint animal control services provided by Eagar and Springerville and are as follows:

Police

- Kennel fee increase from \$5 to \$10 (consistency);
- Request to euthanize daytime fee increase from \$15 to \$30 (to better reflect the Town costs);
- After hours calls for euthanizing increase from \$15 to \$60 (to better reflect the Town costs);
- Dog License for sterilized animal increase from \$5 to \$10 (for consistency);
- Dog License for non-sterilized decrease from \$25 to \$20 (for consistency);

- Adoption fee non-sterilized animal decrease from \$75 to \$55 (for consistency / to encourage adoption);
- Return to owner decrease from \$50 to \$35 (for consistency);
- Skunk trapping increase from \$0 to \$20 (nominal charge to recover costs);
- Incident DR log copy decrease from \$15 to \$5 (typically a one page document);
- Contracted security / traffic control increase from \$55 to \$75 (to reflect actual costs);
- Contracted police vehicle increase \$5 to \$19 (to better reflect costs).

Ms. Ryall stated she has received feedback that the Contracted Police Vehicle could be a flat \$20 as that amount would make it easier to administer.

Fire

- A copy fee within the fire department to be internally consistent when providing information on a disc, flash drive, DVD, or CD is increased from \$10 to \$15.

Ms. Ryall stated that some fees are also recommended for elimination including:

- Meter re-read fee usually waived and if not, customers become very upset;
- Charges for additional fax pages are no longer relevant;
- Poster printing no longer relevant as there are print shops available to meet the public's needs;
- Poster lamination no longer relevant as there are print shops available to meet the public's needs as well.

Additional feedback received that under Community Development there is a \$100 Abandonment fee which no one is fully aware when to charge it or if the Town has every charged it; therefore, Ms. Ryall is recommending its elimination.

Councilor Debra Seeley had concern with the Parks and Recreation Racquetball Courts that the block of 10 uses should be used within a month's time.

Councilor Steve Erhart moved to adopt Resolution 2015-12 amending and setting fees for the Town of Eagar with changes from \$19 to \$20 [Contracted Police Vehicle Use] and the elimination of the Abandonment [Community Development]. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 6-0

C. DISCUSSION AND CONSIDERATION OF RESOLUTION 2015-16 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2015-2016 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2016-PT-081 ACCEPTING THE NO MATCH GRANT FUNDING

Interim Police Chief Mike Sweetser stated the police department has worked with the Governor's Office of Highway Safety in the past and the last couple of years the relationship has waned due to the difficulty of keeping up with contractual obligations. Most of the funding from the Governor's Office are no match such as this grant. Chief Sweetser met

directly with the director and he offered the police department funding for police service overtime in the amount of \$3,000 which will be used for increased traffic enforcement to include DUI enforcement. Chief Sweetser would like to reestablish the department's relationship and involvement with the Governor's Office of Highway Safety in the future. Past grants have obtained the DUI trailer, PBTs, and radar units among other items for the department.

Councilor Winslow McNeill moved to approve Resolution 2015-16 as presented. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 6-0

D. PRESENTATION AND DISCUSSION OF THE PROPOSED FISCAL YEAR 2017-2021
TOWN OF EAGAR CAPITAL IMPROVEMENT PLAN

Ms. Ryall stated that the Capital Improvement Plan (CIP) will be presented in the fall prior to budget discussions in the future. Tonight's PowerPoint is to introduce the projects proposed and the focus will be on new projects.

Last year the goal was to continuously have a fully funded five-year CIP. Therefore, a fifth year will be added each year as a year falls off. This is also a six to ten year unfunded plan for high-priority projects to be added next to the five-year CIP, and then a beyond ten year plan that collects broader future ideas.

Looking backward to the 2015 project status the Town accomplished the following:

- Cedar Ridge Subdivision chip seal is complete;
- A fire truck was purchased (a beyond 10 year project, however it was such a good deal it was moved forward with Council approval);
- Water Canyon PDM is substantially completed;
- Butler Street Overlay is currently underway with completion expected late December;
- 4th Street Water Improvement is currently underway;
- Purchased a police vehicle that should be street ready by February;
- South Burk Street and West 4th Street sewer lines, and 5th Street water line will be completed between spring and July 2016.

Councilor John Phelps asked when the Water Canyon PDM is to be completed. Public Works Director Bruce Ray stated the Town has until a year from now to have it completed, but his goal is to have it completed by the end of March 2016.

Councilor Phelps also wanted to know if concerns with the construction company on the Butler Street Overlay had been resolved. Mr. Ray believes most of the concerns have been worked out but the contractor used an additional 400 tons of asphalt and the Town has informed the Arizona Department of Transportation that the Town would not pay for it. Councilor Seeley wanted to know if parking signs would be posted on the walking path as people have been parking on it. Mr. Ray stated that the police department will provide enforcement. She also wanted to know if there would be a barrier between the road and the

walkway. Mr. Ray stated the road will have a center stripe and discussions will occur in the future about the section in between the road and walkway.

An additional unforeseen project that was necessary was to move a portion of the berm at the shooting range which has been a tremendous amount of work for the public works staff and inmate crews for completion in a record amount of time.

Ms. Ryall listed the new CIP additions to include:

- Project # AD-1601 is a document management strategy to scan permanent documents and give possession of the paper documents to the AZ State Records, Library and Archives for retention;
- Project # AD-1901 is for agenda and meeting management software to automate the public meeting and agenda processes; placed as a place holder for FY 2019-2020;
- Project # FC-1801 to pave the racquetball court parking lot for \$12,800 in FY 2020-2021.

Councilor Phelps wanted to know why the racquetball court needs paving when roads are in need of repair. Mr. Ray stated the racquetball court parking lot consists of large clinker cinders that are hard to walk across. Majority of roads are scheduled for repair before the racquetball court is scheduled to be paved.

- Project # RD-1901 is a Highway User Revenue Fund (HURF) project providing slurry seal to the streets in the Elk Crest subdivision for \$85,000 in FY 2020-2021;
- Project # RD-1902 also a HURF project, will provide crack sealing of streets as needed around Town for \$25,000 in FY 2019-2020;
- Project # RD-1903 is a Northern Arizona Council of Governments (NACOG) grant in a regional effort to bring all signs to reflectivity guidelines fully funded by NACOG for \$44,000 in FY 2019-2020.
- Project # FL-1503 are two in-frame rebuild kits for the Kenworth dump trucks, \$8,000 each for FY 2019-2020 and FY 2020-2021.
- Project # PD-1601 for nine mobile computer workstation for use in the patrol vehicles or office, and two office workstations for support staff for \$45,000 in FY 2016-2017. Computers for the police department were last purchased in 2007.
- Project # PD-1602 is for a consolidated reporting and time management system software to update and integrate police reporting systems to provide time management, greater data analysis, and less data entry from duplication of entries.

Ms. Ryall expounded on Project # PD-1602 in that with the police department software being so old, the integration will require at least two versions of the software they use, *Filemaker Pro*, be purchased before migration of the data can be achieved. The police department has had several vendors present their software options, with costs beginning at \$100,000, and believes that working with the Town's current IT provider, Scott Burrell of Conquest Technologies, to develop a system specifically meeting the department's configurations is in the Town's best interest. As there is no police department software that accommodates small

departments, a partnership with Scott, who will participate financially and own the software, and the police department will be the prototype thus the Town will be getting custom designed software for a fraction of the cost – the range will be \$20,000 - \$45,000 in FY 2016-2017. Ms. Ryall will have a better cost assessment by the time the Council considers the budget.

As Projects PD-1601 and PD-1602 are a substantial amount, during the Council's mid-year budget adjustments, it is hoped because the Town is doing well on sales tax, that the Town will be able to purchase the hardware through the FY 2015-2016 budget savings and purchase the software in the scheduled FY 2016-2017.

Councilor Erhart inquired what would be the projected in-service date for the software. Ms. Ryall stated it should be approximately eight months from the start of the software development. Input from the officers and staff will be needed, so hardware will need to be in place first.

Councilor McNeill stated that his father-in-law retired from law enforcement due to the encumbrance of the paperwork, so please keep in mind to keep it simple so the officers can do actual police work. Ms. Ryall stated that the department wants mobility and ease of use, flexibility, with less data entry and to conduct community policing and mobile workstations will allow an officer to be visible out in the public.

- Project # WA-1403 South Burk Street Improvement has two phases to replace 4,350 feet of water line to School Bus Road, and 1,350 feet water line extension from Spanish Trail with fire hydrants capability. Engineering to be undertaken for a cost of \$16,900 in FY 2020-2021, and construction with a cost of \$89,500 in 6-10 years.
- Project # WA-1603 West Central Avenue Improvement to replace 4,000 feet of water line from Main Street to River Road. This improvement ties into improvements that have been made to the north, will allow for needed fire hydrants and commercial development on Central Avenue for a cost of \$103,600 in FY 2018-2019.
- Project # SW-2101 Davy/Loe Slade Sewer Improvement will be completed in the same year and time frame as Project WA-1603 so Central Avenue will not have to be tore up within years of each other for \$21,770, and moved from FY 2020-2021 to FY 2018-2019.
- Project # SW-1303 South Main Street Sewer Improvement for replacement of 2,800 feet of old clay pipe with maintenance issues for \$75,000 in 6-10 years.
- Project # SW-1405 East 1st Avenue Sewer Improvement replacing 800 feet of sewer line between Butler and Renae as this is a long-term maintenance issue for \$17,880 in FY 2020-2021.

ITEM #11: SIGNING OF DOCUMENTS

Necessary signatures were obtained for the Minutes of November 2015; the October Financial Pages; Resolutions 2015-12 and 2015-16.

ITEM #12: ADJOURNMENT

Councilor Steve Erhart moved to adjourn the meeting [at 7:46 p.m.]. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 6-0

Attest: _____

Mayor: _____

Vice-Mayor: _____

Council: _____

CERTIFICATION OF COUNCIL MINUTES

I hereby certify that the foregoing minutes is a true and correct copy of the minutes of the Regular Council Meeting of the Town of Eagar, Arizona held on December 1, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Eva M. Wilson, Town Clerk