

**MINUTES OF THE  
REGULAR MEETING OF THE COMMON  
COUNCIL OF THE TOWN OF STAR VALLEY**

**Tuesday, November 7, 2017 at 6:00 pm  
3675 East Highway 260, Star Valley, AZ  
(Star Valley Town Hall)**

The Agenda for the meeting is as follows:

- PRAYER was offered by Rev. Charles Proudfoot of Community Presbyterian Church.
- PLEDGE OF ALLEGIANCE
  
- CALL TO ORDER

- ROLL CALL:

Mayor McDaniel   X  , Vice Mayor O'Connor   X  , Council Member Hartwell  Absent ,  
Council Member Coon   X  , Council Member McKinney   X  , Council Member Davis   X  ,  
Council Member Stephenson   X  .

- **GILA COUNTY SHERIFF'S OFFICE REPORT FOR OCTOBER 2017**

Lt. Scott of the Gila County Sheriff's Office gave the report for October 2017.

- **CONSENT AGENDA ITEMS:**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item will be removed from the Consent Agenda and voted on separately.

**A. Approval of the minutes from the Regular Council Meeting held on October 3, 2017.**

**B. Approval of Claims Payable from October 1, 2017 through October 31, 2017 for the General Fund and for the Water Department.**

A motion to approve consent agenda items A and B was made by Council Member Stephenson, and was seconded by Council Member Davis.

A roll call vote was taken:

Mayor McDaniel   X  , Vice Mayor O'Connor   X  , Council Member Hartwell  Absent , Council Member Coon   X  , Council Member McKinney   X  , Council Member Davis   X  . Council Member Stephenson   X  .

The motion was voted on and passed 6 - 0.

- **PROCLAMATION:**

**1. Proclaiming November 2017 as National American Indian Heritage Month.**

Town Clerk Chapin read the Proclamation for Council and the public.

- **DISCUSSION ITEMS:**

- 1. Quarterly Financial Report presented by Finance Administrator Chancy Nutt and Town Manager Tim Grier.**

Finance Administrator Nutt explained that the financial information provided is a comprehensive review of the first quarter of fiscal year 2017-2018, which represents 25% of the fiscal year budget. In the first quarter, reported Ms. Nutt, the Town has acquired \$255,000.00 in revenues over expenditures and liabilities. Combined with on target revenue and expenditure trending analysis, the Town is in line to accrue \$19,500.00 by the end of the fiscal year, while meeting capital project expenditure forecast in the four-year plan. The General Fund collected the targeted 25%, or \$284,000.00 of the budgeted funds for the first quarter. State shared revenues are on point with the state budget, and city sales tax is up 8% over budget due to seasonal travelers and pressure from Town Hall to increase business license and tax reporting compliance. Town Clerk Chapin has worked diligently to insure license requirements are met by those doing business within the Town of Star Valley, reported Ms. Nutt. Building is down below the targeted revenue and only 9 building permits were issued, as opposed to the 14 issued this time last year. We did not have any new builds this first quarter as opposed to the one new build permit issued for the first quarter of 2016.

The Town park has been a happy surprise in the amount of activities and reservations, stated Ms. Nutt. The memorial brick program continues to gain with three new additions last month. Both the restricted HURF and Gila Road Tax are 2% above budget. The Water Enterprise Fund is also collecting at 25% of the budget projections for water service. The budget wide revenue collections are at 25% of the budget, or \$622,000.00 in the first quarter. The CD investment returns are below the 25%, but returns fluctuate in this program due to the times of distribution and adjusted security valuations, explained Ms. Nutt. The Town will maintain the projected return of \$42,000.00 in the General Fund and \$3,700.00 in HURF investment earnings. When revenues of the same major categories were compared with those of the first quarter of 2016, Ms. Nutt reported the following: State shared revenues are up \$6,500.00, suggesting the improved economy. Local sales tax is up \$21,500.00 due to increased collection activity. HURF and Gila County Road Tax combined are up \$12,000.00 due to those agencies collection efforts. The water department service was down \$2,600.00 as compared to last year due to a higher than usual water usage for fall of last year, but is in line with the budget projections. Court fees and fines continue to reduce as projected. Those not included, all funds collected this quarter over the previous fiscal year quarter is \$37,800.00.

Retail, communications and utilities continue to be the largest contributors to the local sales tax, reported Ms. Nutt. Requests for business audits are still being sent to the Arizona Department of Revenue and fuel improved collections. The expense for the first quarter were below 25% in some areas due to projected spending in later quarters. Reported Ms. Nutt, spending is in line with what she expects to see this time in the fiscal year. Restrictive road funds continue to fund road maintenance and improvement projects. A new employee will boost operation and personnel expense to be in line with the budget. Capital outlay projects will continue as identified in the four-year plan. Approved by Council, the Flint Road project funds were removed from that line item and placed in the contingency fund, increasing that funds amount to \$86,000.00, explained Ms. Nutt. The water enterprise fund purchase services will be expensed later in the fiscal year. Capital outlay projects, such as the meter replacement program are being tracked and pursued. The leverage funds to support grant activities will be paid out of the capital outlay and reserves, stated Ms. Nutt. Mayor McDaniel asked why the HURF fund and Gila County Road Tax were combined. Ms. Nutt explained that both are a restricted road fund and combined are reporting \$12,000.00 above 2016 in the first quarter. Budget wide grant activities include the CDBG Circle K well

project, which has expensed 60% of the funds, stated Ms. Nutt. A revised budget indicates leveraged funds of \$45,000.00. The CDBG PW1 and PW2 project for fiscal year 2017 is still in the application process, reported Ms. Nutt, and we have begun expensing funds for public notices. Regarding the Tribal grants – we have received four rejections, with seven still pending for tribal council review. The WIFA grant for fiscal year 2017 was rejected, but we will apply again in March of 2018. Council Member Davis asked what we were applying for through WIFA. A hydrology study, answered Ms. Nutt, to better understand the pressure zones and identify needs. Continued Ms. Nutt, the higher revenue trends over the last year and over the budget projection are a reminder of improved economies locally and state wide. Personnel and operation spending, and capital outlay for projects are in line with first quarter budget forecast. The finance department will continue to monitor revenue trends and spending patterns – any adjustments based on these indicators will be applied to a revised budget presented to Council in January 2018, reported Ms. Nutt.

Council Member Stephenson complimented Ms. Nutt on the easy to follow data provided. Town Manager Grier stated he uses the financial review as a management tool, and that Council should do so as well. There is a marriage between the financial review and the four-year plan, pointed out Mr. Grier, in that it's a great way to track the projects that Council has identified to accomplish. The financial revenue is as good as was predicted, and in most cases a bit better. Council Member Davis complimented Mr. Grier and Ms. Nutt on the fantastic job, and stated he would personally like to see the accomplishments of the four-year plan on an upcoming agenda.

## **2. Discussion and possible action regarding development of the Community Garden. Presentation by the Community Garden Committee.**

Glen McCombs, Chairman of the Community Garden Committee introduced himself along with committee members Marion Grill, George Binney and Becky O'Connor. The Star Valley community garden, pointed out Mr. McCombs, will have a similar look to the photo in the presentation handout – neat, clean, with wood borders around the raised garden plots - it will be a place of pride. Mr. McCombs reported that Roy Haught has volunteered his labor and equipment to rip the ground for cultivation. There is a materials cost for the garden, but there are numerous volunteers that will complete the work. The garden will have an 8-ft. fence all around to keep out the elk, explained Mr. McCombs, and two sizes of garden plots – 4ft. x 25ft and 4ft. x 16ft – which the volunteers will put together. Council Member McKinney asked if there will be trees on the property, as depicted in the garden plot sketch. “Yes” answered Mr. McCombs, although not in the first phase. The trees will provide shade, fruit and seating areas with benches. Council Member Davis questioned the number of plots. Mr. McCombs responded there will be a total of 60 plots.

Mr. McCombs reported that Becky O'Connor received a quote from Payson Fence Company for the chain link fencing at a cost of \$11,750.00 – which includes 12ft. and 4ft. gates. Council Member Davis questioned the placement of the rabbit fence. Answered Mr. McCombs, it will be placed below and around the perimeter of the fence. Mr. McCombs continued with the garden plot irrigation sketch, explaining that the blue markings are the location of the water lines – each plot will have a faucet, and each gardener will be responsible for watering their plot. Mr. Binney designed the irrigation with the ability to shut off the main water lines, and drain them out so they don't freeze. There will be three freeze type hose bibs provided, for those that would like to garden through the winter, as we can garden on-going and year-round, pointed out Mr. McCombs. To prevent flooding, a valve with a timer will be installed, allowing watering only during hours of operation. Mr. Binney's depiction of the underground irrigation using galvanized piping is permanent and long, long term, stated Mr. McCombs. Council

Member Davis asked how deep the water lines will be. Answered Mr. Binney, the water lines will be about 18 inches deep to keep them from freezing. Continued Mr. McCombs, Marion Grill's raised garden beds will be built to last using ground treated wood that will not rot. They have done their research and this treated wood will not affect the soil or the produce. The plan is to be strictly organic, stated Mr. McCombs. If approved, the committee will be working on the community garden all winter long. The shed, explained Mr. McCombs is necessary to protect items left on sight, and will be assembled by volunteers. Council Member Davis asked if there will be power to the garden. Mr. McCombs stated there would be no power to the garden, as it will only be open during daylight hours.

The total projected material cost is \$26,682.26, reported Mr. McCombs. There may need to be further discussions regarding installing a portable toilet. Also, up for debate, a dumpster may be needed for trimmings, or a better option would be to make a compost pile, stated Mr. McCombs. The top soil for garden plots will be donated by Roy Haught, and George Binney will donate the organic compost and labor to install the irrigation. Plant Fair Nursery will donate any small items such as weed-killers and organic insecticides. Mr. McCombs stated he would be happy to give gardening classes which would be open to all 60 plots plus the community. Plant Fair will also be donating a couple of wheel barrows and other miscellaneous items. Marion Grill will be the Garden Director and organizer, reported Mr. McCombs. The fee for all garden plots will be \$60.00 and he is hoping the Town will administer that. Mayor McDaniel asked about the amount of water usage. Mr. McCombs stated he does not know, mentioning that Town Manager Grier had graciously said the water would be subsidized.

Council Member Stephenson complimented the committee for the presentation and nice package of information they put together. Council Member Davis stated a community garden increases the sense of community ownership and stewardship, and fosters development of a community identity and a spirit. He complimented the team for what they have done and pointed out that the community garden will be a showpiece for Star Valley. Mayor McDaniel stated the committee has done an excellent job and asked if there would be room to grow. Mr. McCombs stated there is not room to grow unless the community garden moved elsewhere, and that every inch of space is being used. The only option would be to find another place for parking, and then make use of the parking lot for expansion. Mayor McDaniel asked if there is enough parking for 60 plot owners. Explained Mr. McCombs, he does not expect all 60 plot owners to be there at the same time. Council Member McKinney extended his compliments to a well-developed plan that is understandable to a layman, and stated the Town has money and can pay for this. Town Manager Grier clarified the Town has the money.

**A motion to approve the development of the Community Garden was made by Council Member Davis, and was seconded by Council Member O'Connor.**

**The motion was voted on and passed 6 – 0.**

- **COMMENTS FROM THE PUBLIC**

During this portion of the meeting, members of the public may address the Town Council on items that are not on the printed agenda. Any remarks shall be addressed to the Council as a whole and not to any individual member. Speakers are limited to three (3) minutes per person unless additional time is granted by the Mayor. The Council may not discuss or act upon matters raised during public comments.

The Mayor opened this portion of the meeting up for public comments.

Glen McCombs of Plant Fair Nursery reported there is a dead elk at the end of Star Valley toward Payson. He has contacted ADOT and would like the Town to put pressure on them to remove it as it has been there for a few weeks.

George Binney of 197 N. Valley Rd stated he believes the Town is being misled by the Sheriff's Department. Explained Mr. Binney, taxes for police service just increased, and as Star Valley is the second largest community they service contributes more in tax dollars. The Town is already paying twice, and with the exception of Globe, pays the largest percentage in county taxes.

There were no further public comments and the Mayor closed this portion of the meeting.

**• ADJOURNMENT**

**A motion to adjourn the meeting was made by Council Member Davis, and was seconded by Council Member Stephenson.**

**The motion was voted on and passed 6 – 0.**

**APPROVED:**

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**Ronnie O. McDaniel, Mayor**

**Date:** \_\_\_\_\_

**ATTEST:**

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**Eddie Chapin, Town Clerk**

**CERTIFICATION:**

**I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Star Valley held on the 7<sup>th</sup> day of November 2017. I further certify that the meeting was duly called and held, and that a quorum was present.**

**Dated this 9<sup>th</sup> day of November 2017.**

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**Eddie Chapin, Town Clerk**