

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

**Tuesday, December 5, 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 Council Member Andy McKinney.
- PLEDGE OF ALLEGIANCE

- CALL TO ORDER

- **ROLL CALL:**

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

- **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 November 7, 2017.

B. Approval of Claims Payable from November 1, 2017 through November 30, 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 Coon, and was seconded by Council Member Davis.

A roll call vote was taken:

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

The motion was voted on and passed 7 - 0.

- **DISCUSSION ITEMS:**

1. **Discussion and possible action regarding accomplishments of the four-year strategic plan. Presentation by Town Manager Grier.**

Town Manager Tim Grier stated that on February 7, 2016 the idea was hatched to devise a four-year plan, which has become a good working plan for the Town. This plan may become a model for towns that are kin to us in size. Reported Mr. Grier, the main component would be the revenues, which are within 2% of the projection – coming in a bit higher. Up until this year our revenues were difficult to predict due to the questionable survival of photo enforcement. Revenues are now more easily predicted and will continue to be predictable for the Town, stated Mr. Grier. On the revenue side we have some certainty as to what is coming in with the state shared revenues which include HURF funds and city sales tax.

Reported Mr. Grier, the Capital Improvement projects have come in at some \$300,000.00 on the fat side (see revised four-year budget). One reason being that the Town has had a better than expected yield with the CD's, with an average return of \$1.6 million dollars. Another significant reason is that the Town allocated \$114,000.00 each year for road maintenance. Since our roads are in good shape, the Town is \$70,000 in the black in that column alone. The other explanation is largely due to the small staff and the low expense in running Town Hall, explained Mr. Grier. We have saved money with our newest employee, Jen Ross, who replaced our gardener and cleaning person. She is adding value in that she is learning to read meters, and do service orders, and will be a greatly needed back-up for the water department. Town Clerk Chapin has been working for the Town for 1 year and 7 months now, stated Mr. Grier. She's been rock solid behind the desk and has worked out very well for us. Mr. Grier cautioned Council that the expenditure budget is artificially low when it comes to the cost of replacing an employee, and is concerned about what that cost would be. Reported Mr. Grier, the Town will likely spend more money on staff if there is a change and a need to replace an employee.

Mr. Grier next reported on the status of the projects. The Town has completed the landscaping at the Community Park three years ahead of schedule using the allotted money, stated Mr. Grier. Meter replacement is an on-going project, and is in the negative column, as there are still meters to be replaced. Once Circle K is completed the Lumberman's project will begin. This project was stalled as the engineering bid alone was \$20,000.00, what we thought the whole project would cost, stated Mr. Grier. Rick Engineering, the Town's engineer for the Circle K project, stepped in and gave us a bid for \$5,000.00. The CDBG project is almost complete, we are just waiting on APS to change out the transformer. The completion of this project will connect another 90 gallons per minute into the water system. Reported Mr. Grier, the guardrails at Valley Rd. have been done, but not the widening, and lastly the \$49,000.00 Flint Rd. project has been taken off the four-year plan. Mr. Grier then went over the significant projects added by Council that were not part of the four-year plan: B. Diane McDaniel Community Park Fitness Trail and gate/security system; Community Garden development; leverage funds for PW1 and PW2; and the air conditioning unit for the Senior Center. Mr. Grier suggested Council consider adding playground equipment to the B. Diane McDaniel Community Park and to use the \$10,000.00 designated for a water feature towards this.

Vice Mayor O'Connor asked about the status of the hiking trail heads. Town Manager Grier answered that the Town allocated money for the trail heads that has not been spent. If a NEPA study were required to connect the trail heads to the Payson Area Trails System ("PATs"), the cost would be beyond the Town's scope, stated Mr. Grier. It has been determined the Forest Service will do a waiver and not require the NEPA study. The exclusion for the environmental assessment would be for non-motorized, clarified Mr. Grier. Council Member Davis complimented Town Manager Grier and staff for

their hard work and keeping the Town with a balanced budget. Mayor McDaniel stated the information is vital to Council and shows the Town is running a tight ship. Vice Mayor O'Connor agreed and stated he loves the playground equipment idea. Mr. Grier responded that Council can add that with a motion tonight.

Council Member Coon stated he noticed that the Fitness Trail is being used. Council Member Davis reported that the firemen from Hellsgate make use of the Fitness Trail to stay in shape. Regarding the trail heads, reported Council Member Davis, John Beauchamp volunteers as a grant writer for the Rim Country Educational Alliance (RCEA) and has volunteered to help write a grant, at no cost, for the Town trailheads. Council Member Stephenson mentioned that a year and a half has gone by since the four-year plan began, and questioned if the Town is developing a follow-up plan to continue to look ahead. Mr. Grier responded that there has been discussion in-house. The challenge is coming up with projects, pointed out Mr. Grier, because many have been accomplished. The Town needs to go back to the table right away, recommended Mr. Grier. Mayor McDaniel stated a plan is expected now, but things will change from time to time.

Vice Mayor O'Connor stated he would like to discuss the playground equipment, as it is a great project, as well as a necessity for the Community Park. Council Member Coon stated the equipment we have is deteriorating. Council Member Hartwell stated she has heard complaints about the safety of the present equipment, and suggested the Town fix or replace it immediately. Mr. Grier explained the current playground equipment is not commercial grade, and that the cost of commercial grade equipment would be about \$60,000.00, which includes installation and the safety surface. Our budget will be fine, and this cost can be absorbed into it, stated Mr. Grier. Council Member McKinney stated the Town has a significant amount of money invested in CD's and suggested shifting more money into the CD's. The additional income from that source can be used for the playground equipment, recommended Council Member McKinney. Council Member Stephenson stated he is supportive of the playground equipment. Council Member Hartwell suggested buying top of the line equipment for safety and durability.

A motion to direct the Town Manager to research the cost of commercial grade playground equipment and safety surface was made by Council Member Davis, and was seconded by Vice Mayor O'Connor.

The motion was voted on and passed 7 – 0.

2. Discussion and possible action regarding Christmas bonuses for Town staff.

Council Member Hartwell stated in her experience the Town has the best staff and there is no question in her mind that bonuses are deserved. Council Member Stephenson concurred and stated the bonuses should include all employees, full and part-time. Council Member McKinney recalled another Town roughly the size of Star Valley having 32 employees. We are blessed within this community to have staff that is anxious to take on new duties and responsibilities, stated Council Member McKinney, and he would like to foster that. Council Member Davis stated the bonus was \$500.00 last year. Town Manager Grier stated all employees greatly appreciate the Christmas bonus, and that he considers it good for employee retention. Mr. Grier asked Council to include the new employee, possibly at a lesser amount. Mayor McDaniel stated the bonuses are important and mentioned when Town Clerk Chapin first came on she was issued a Christmas bonus. Council Member Hartwell suggested maybe ½ or ¾ if the new employee has not worked for the Town for at least 6 months, and that she would like to see everyone get an extra \$100.00. Mayor McDaniel suggested the same amount for all. Council Member Stephenson concurred.

**A motion to approve Christmas bonuses for all Town staff in the amount of \$600.00 was made by Council Member Davis, and was seconded by Council Member Hartwell.
The motion was voted on and passed 7 – 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.

There were no 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 Hartwell.
The motion was voted on and passed 7 – 0.**

APPROVED:

Ronnie O. McDaniel, Mayor

Date: _____

ATTEST:

Edie 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 5th day of December 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7th day of December 2017.

Edie Chapin, Town Clerk