

Minutes of the work session of the Winslow City Council held on April 20, 2021 at 10:00 A.M. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

MEMBERS PRESENT:

Mayor Cano, Councilmember Cake, Councilmember Crisp, Councilmember Jackson, Councilmember MacLean, Councilmember Nelson

MEMBERS ABSENT:

Councilmember Boyd

STAFF:

John Barkley City Manager, Trish Stuhan City Attorney, Suzy Wetzel City Clerk, David Coolidge Assistant City Manager, Elias Jouen Finance Director, Tim Westover Public Works Director, Ken Arend Police Chief, James Hernandez Fire Chief, Marshall Larsen City Inspector, Kim Salazar Public Housing Manager

Mayor Cano called the meeting to order. The Pledge was given and the Invocation was offered by Mayor Cano. Roll call was taken and Councilmember Boyd was absent. Motion: Moved by Councilmember Cake, seconded by Councilmember Nelson, to approve Councilmember Boyd's absence. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, Jackson, MacLean and Nelson voting yes.

CITY COUNCIL RETREAT

Welcome Remarks

Mayor Cano briefly commented on the purpose for the retreat and thanked everyone for being at the meeting. Mayor Cano stated that she is looking forward to hearing from city department heads and thanked the City Manager and City Clerk for putting the session together.

Overview & Purpose

The City Manager thanked the Mayor & Council, as well as city staff, for making themselves available to attend the meeting. The City Manager acknowledged that City Engineer Mark Woodson, Airport Engineer Lance McIntosh and Chamber Director Bob Hall were also in attendance. The City Manager discussed the agenda outline and stated that goals and objectives will be developed based on today's discussion.

Municipal Legal Framework Including Open Meeting Law, Conflicts of Interest, Public Records, Council-Manager Form of Government

A copy of the City Attorney's presentation was provided to the Council. The City Attorney referred to the handout outlining the above topics and stated that it contains comprehensive material that she feels is beneficial to the Council since it contains detailed information on each topic.

The Open Meeting Law (OML) portion of the presentation contained information regarding the State Statute pertaining to the OML and listed several pitfalls associated with it. The discussion also included information regarding executive sessions and requirements for meeting agendas, notices and minutes. The City Attorney responded to a question from Councilmember Crisp regarding responses that are allowed during Call to the Public. The City Attorney and City Clerk also responded to a question from Councilmember Nelson regarding how long City Council minutes are posted on the website.

Information provided regarding Conflicts of Interest included who are considered relatives and what happens if there is a violation. The Public Records portion of the presentation outlined the definition of a public record. In conclusion, the City Attorney discussed the Council-Manager Form of Government and explained the roles of both the City Manager and the Council.

Councilmember Jackson announced that he will be leaving the meeting for 5 to 10 minutes over the next three hours for a work related issue

Budget Process

The City Manager provided an overview regarding the budget process followed by a more detailed explanation from the Finance Director. The Finance Director discussed specific components of the budget including forecasting of revenues, balancing revenues and expenditures and the timeline for bringing the budget to the Council for adoption. The Finance Director also stated that the budget is required to be on the official Auditor General budget forms.

The Finance Director referred to the annual audit report and stated that it serves as a good tool because it provides a better understanding of the city's fund accounting and debt schedules. The Finance Director and City Attorney responded to a question from Councilmember Crisp regarding the deadline for including an item in the budget.

Councilmember MacLean stated that he participated in the League's Budget Workshop and had questions regarding the city's reserve fund which were

addressed by the City Manager. There was also a brief discussion regarding restricted funds.

Functional Overview of City Department Including:

Administrative Services – The City Manager stated that his office provides support to all city departments and also serves as liaison between the City Council and the community. The City Manager further stated that his role also includes implementation of policies approved by the City Council. The City Manager discussed the duties of the Assistant City Manager that include Human Resources and Information Technology as well as serving as a support role for department directors.

City Clerk – The City Clerk stated that her position is one of three Charter positions appointed by the Mayor & Council. The City Clerk explained that she serves as secretary to the Mayor & Council and discussed what those duties entail. Other duties of the City Clerk include being a signer on all city issued checks, record keeper for all official and permanent city documents and receiving and fulfilling public records requests. The City Clerk also serves as the Election Official for the city, deals with complaints and has knowledge of the way the city operates in order to answer a variety of questions received from both staff and the public.

Community Development – Due to the fact that the position of Economic Development Director is vacant, the City Manager commented on the dynamics of community development as well as the city's approach to community development. The City Manager also commented on the benefits of having a director to actively deal with economic development issues. The City Manager discussed areas that staff are looking into to better serve the needs of the community.

Councilmember Crisp commented on a presentation from One Az Credit Union provided at the Rural Policy Forum regarding their Microloan Program and suggested that the presentation be made to Council and that the city also look into possibly providing loans to business owners. The City Attorney provided clarification on what Councilmember Crisp would like to see come back to the Council.

Mayor Cano stressed the importance of making sure that individuals know who to contact at City Hall with questions about opening a business in Winslow. Bob Hall stated that the Chamber is getting ready to reinstate the Lunch & Learn sessions that were being conducted before the pandemic last year. Councilmember Nelson stated that the Small Business Association website was beneficial to her when opening her daycare business.

A short break was observed at this time.

Finance – The Finance Director stated that his department is mainly responsible for financial activities in the city and works collaboratively with all city departments to provide support and advice on policies and procedures related to maintaining sound internal controls. The finance team consists of three other employees who assist utility customers with their payments and updating their accounts. Other duties of the finance department include budget administration and monitoring, approving expenditures and tracking revenues.

The Finance Department also works closely with outside agencies including the Department of Revenue, the Auditor General, the Department of Administration and the Department of Transportation. The Finance Director reported that he and his staff work with the external independent auditor to coordinate the annual audit report. At the request of the City Manager, the Finance Director discussed up-to-date information provided on OpenGov that is available for viewing on the city's website.

Fire – The Fire Chief stated that the main job of the Fire Department is life safety that is provided by four lieutenants, four firefighter engineers and ten paid on-call firefighters. The Fire Chief provided shift information for his department and discussed the duties and training for positions within his department. The Fire Chief also commented on the reliability of his staff when responding to various calls.

The Fire Chief responded to a question from Councilmember Crisp regarding crisis training for his staff who deal with the mental health of citizens. The Fire Chief also responded to additional questions from Mayor Cano and Councilmember Nelson regarding the main phone line at the Fire Department and the fire inspection process.

Housing – The Public Housing Manager stated that Public Housing is overseen by the Council who also serves in the capacity of the city's Public Housing Authority. The Public Housing Manager also reports to the Department of Housing and Urban Development. The Public Housing Manager oversees 55 units in Public Housing which are in need of renovations, those being done as they are vacated. The Public Housing Manager also oversees the Section 8 Program and details were provided regarding the voucher program associated with the program.

The Public Housing Manager responded to a question from Councilmember MacLean regarding renovation of the units. The Public Housing Manager also responded to a question from Mayor Cano regarding how the number of units was determined. Mayor Cano expressed concern regarding the housing crisis in Winslow and there was further discussion regarding the need for additional housing and whether the city can look into offering additional housing through the Public Housing Department.

Library – No overview was provided.

Police – The Police Chief provided a brief background of his background with the police department. The Police Chief provided a handout to the Council and discussed staffing positions at the police department. The Police Chief also discussed the responsibilities that fall within his department to provide safety to our citizens. The Police Chief commented on his philosophy to bring a problem-solving mentality to his each of his employees and explained how that is being accomplished. The Police Chief referred to the Policing 101 information provided in his handout and stated that it contains information about how the police department functions.

At the request of Laura Parsons (The Tribune), the Police Chief discussed the climate of law enforcement in Winslow in light of national issues. The Police Chief also provided information regarding mental health training that the officers receive while attending the academy with refresher courses also offered when they are made available.

Councilmember Jackson referred to comments made by the Police Chief regarding staffing issues and the Police Chief provided further information on the reason for the shortages. The Police Chief also explained the hiring process as well as difficulties encountered when hiring new officers.

The Police Chief responded to comments and concerns expressed by Mayor Cano regarding the shortage of officers and the impact that it has on current employees and the community.

Public Works – The Public Works Director stated that Public Works has one of the largest and more complicated budgets in the city and is involved with the majority of the capital projects throughout the year. The Public Works Director discussed personnel and duties for the following departments that fall under Public Works:

Parks	Sanitation
Recreation	Wastewater
Facilities	Streets/HURF
Water	Fleet

Throughout the discussion, the Public Works Director commented on projects and programs for each department. The Public Works Director responded to a question from Councilmember Crisp regarding the Assistant Public Works Director position and there was discussion regarding the best way for citizens to contact Public Works with an issue.

Transit – No overview was provided.

City Inspector – The City Inspector stated that along with handling all building that takes place in the city, he also enforces zoning ordinances, acts as Sanitation Officer and performs plan review and inspections. The City Inspector discussed issues that individuals face when they want to either build or renovate their property if is located in the floodplain. There was further discussion regarding recertification of the levee and what can be done to speed up the process, including support and assistance from our legislative delegation.

Chamber of Commerce – Bob Hall, Executive Director at the Chamber, read the Chamber’s Mission Statement and discussed duties and tasks performed by the Chamber. Mr. Hall discussed ways that the Chamber promotes Winslow using bed tax funds including advertising not only within the United States but around the world. Mr. Hall also commented on fundraising events put on by the Chamber and stated that those funds go directly back to the community.

After Councilmember Crisp commented on the positive relationship that the city has with the Chamber Director, Mayor Cano stressed the importance of sharing policy changes and events with Mr. Hall. Mr. Hall encouraged the Mayor & Council to attend ribbon cuttings for new businesses whenever they are available to do so.

Councilmember Nelson left the meeting at 2:00 p.m.

City Infrastructure & Capital Needs

After stating that it has been an honor to serve as the city’s engineer for the past several years, Mark Woodson discussed the contents of a handout that was provided to the Council. The handout listed city infrastructure projects that have been completed over the past five years that included the following:

Well Flow Meters	Hubbell Parking Lot
Bark Park Parking Area	Water & Sewer GIS Conversion
Bales Avenue	Eagle Pavilion Nanagon Street Light
Manhole Rehabilitation	NACOG Street Sign Replacement
Apache Sewer Line Bypass	Apache Parallel Sewer Line

Projects that are currently in the works included the following:

Annual Street Maintenance	24” Sewer Main Replacement
Water Masterplans	CDBG LED Light Conversion
Mikes Pike West Lighting	Mikes Pike Curb, Gutter, Sidewalk
Private Development Review	

Mr. Woodson and the City Inspector responded to a question from Councilmember Crisp regarding the retention period for plans and other

engineering documents. Mr. Woodson and the Public Works Director responded to a question from Councilmember MacLean regarding the Clear Creek waterline and using water from Clear Creek to water the ballfields.

Winslow-Lindbergh Regional Airport

Lance McIntosh of C&S Companies and who has served as the city's Airport Engineer for the past ten years, began by stating that the airport is a great asset to the city. Mr. McIntosh provided a PowerPoint presentation, a copy of which was provided to the Council, regarding short term projects, immediate term projects and long term projects at the airport. Information regarding the layout of the airport layout and FAA and ADOT funding information was also discussed. Mr. McIntosh stressed that revenues generated from airport property must be spent on the airport or airport operations.

Mr. McIntosh commented on the Five-Year Airport Capital Improvement Plan and responded to a question from Councilmember Crisp regarding the impact that the floodplain has on airport property. Mr. McIntosh also responded to a question from Councilmember MacLean regarding the acquisition of property to extend Runway 11/29.

There was discussion regarding the historic element of the airport and in response to a question from Mayor Cano, Mr. McIntosh explained that staff from his office are responsible for applying for airport grants. Councilmember Jackson commented on complaints that he received last year from increased military traffic at the airport. Mr. McIntosh then discussed current issues surrounding jet fuel shortages and operation changes that have occurred amongst corporate travelers since the pandemic.

City Council Priorities

Due to time constraints, the decision was made that City Council priorities, as well as Strategic Planning discussion, would take place at an upcoming City Council meeting.

City Organizational Overview

The Assistant City Manager displayed a copy of the City's Organizational Chart on the screen and discussed it in detail. The City Manager responded to a question from Councilmember MacLean regarding the Transit Program and there was discussion regarding the need for an advertising campaign so that the community is aware that it is available.

Strategic Planning Process

See note under City Council Priorities.

Closing Comments

The City Manager encouraged the Council to reach out to him if any questions come up about any of the presentations that were provided. Mayor Cano apologized if any of her past comments were taken in a negative or contentious way but stated that she sees issues that need to be addressed so the city can be as great as she knows it can be. Mayor Cano stated that she appreciates all city employees and thanked everyone for attending.

ADJOURNMENT

Motion: Moved by Councilmember Cake, seconded by Councilmember MacLean, to adjourn at 3:40 p.m. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, Jackson and MacLean voting yes.

Mayor

Attest:

City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session of the Winslow City Council held on April 20, 2021 at 10:00 A.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this _____ day of _____, 2021.

City Clerk