

Minutes of the work session of the Winslow City Council held on January 24, 2023 at 5:00 P.M. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

**MEMBERS PRESENT:**

Mayor Cano, Councilmember Cake, Councilmember MacLean, Councilmember McKee, Councilmember Tafoya

**MEMBERS ABSENT:**

Councilmember Crisp, Councilmember Nelson

**STAFF:**

David Coolidge City Manager, Trish Stuhan City Attorney, Suzy Wetzel City Clerk, Tim Westover Public Works Director, Marshall Larsen City Inspector, Reuben Gallegos WWTP Lead Operator, Bruce Warwick WWTP Quality Control Coordinator

Mayor Cano called the meeting to order. The Pledge was given and the Invocation was offered by Councilmember MacLean. Roll call was taken and Councilmembers Cake, Crisp and Nelson were absent. Motion: Moved by Mayor Cano, seconded by Councilmember McKee, to excuse the absent members. Motion passed unanimously with Mayor Cano and Councilmembers MacLean, McKee, and Tafoya voting yes. Councilmember Cake arrived at 5:10 p.m.

**DISCUSSION AND DIRECTION TO STAFF REGARDING PROPOSED ORDINANCE RELATED TO AMENDING THE CITY CODE BY ADDING A NEW CHAPTER TO REGULATE POLLUTANTS THAT ARE DISCHARGED IN THE CITY SEWER SYSTEM**

The City Manager referred to the proposed ordinance and stated that the intent of the work session is to present information regarding the program to regulate fats, grease and oils that are discharged into the city's sewer system. The City Manager explained that having an ordinance in place is an Arizona Department of Environmental Quality (ADEQ) requirement and most municipalities in Arizona have adopted an ordinance to regulate pollutants.

The City Manager stated that there is a twelve-month compliance period to allow staff to provide local businesses with resources to meet the requirements. In response to a question from Mayor Cano, the City Attorney stated that staff reviewed several ordinances from other cities and towns and the proposed ordinance was drafted using language from each of them to fit Winslow's needs.

In response to a request from Councilmember MacLean, the Public Works Director provided detailed information regarding how the ordinance and its requirements will impact food service establishments that includes restaurants and cafeterias. The Public Works Director explained that, per the code, these establishments are currently required to have a grease interceptor that catches everything that goes through their drains which is then processed through a series of channels so that what comes out does not contain fats, oils or grease. This ordinance will mandate that the interceptors be maintained correctly and allow the city to inspect them to make sure they are being cleaned out and disposed of properly. The Public Works Director also explained the damage that is caused to the city's infrastructure when pollutants are discharged into the sewer lines.

There was discussion regarding the fact that although it is a code requirement, there may be older establishments that do not have grease interceptors. This program will allow staff to educate establishments on the necessity of having an interceptor and maintaining it on a regular basis. City staff intends to conduct several public outreach meetings during the 12-month grace period to provide businesses and establishments with the information and tools they need to comply with the requirements.

There was also discussion regarding the cost that businesses or establishments will be required to spend in order to be in compliance. Clarification was provided that the cost will depend on the occupancy and seating capacity of the establishment. The Public Works Director stated that it is not the city's intent to place a costly hardship on businesses, however there is a need to preserve the city's infrastructure. The City Inspector provided information regarding Plumbing Code requirements for installation of interceptors for new construction as well as for older buildings. The City Inspector stated that although most establishments have interceptors, they are not being properly maintained.

The Public Works Director stated that this program will allow the city to inspect log books to make sure interceptors are being maintained on a regular basis. This program will also educate businesses so they have the proper signage displayed on how to dispose of fats, oils and grease. The Public Works Director also responded to a question from Councilmember McKee regarding how a below ground interceptor is cleaned.

The Public Works Director then responded to a question from Councilmember MacLean regarding the definition of a restaurant and there was discussion regarding other establishments that will fall under these requirements which include schools and churches. In response to a question from Councilmember Tafoya, the Public Works Director clarified that the requirement to have an interceptor is already in the code but this new ordinance is related to proper maintenance.

There was further discussion regarding the record keeping process for both maintenance and inspections. In response to an additional question from Councilmember Tafoya, the Public Works Director stated that current employees will be handling the program and inspections wherein no new staff will be hired for this purpose.

The City Attorney provided information regarding the ordinance language relating to how often inspections will take place. Reference was made to language in the ordinance stating that outdoor grease interceptors should be cleaned and pumped at least every 90 days with indoor grease traps being cleaned on a weekly basis. Councilmember Cake stated that since this is a new program, he would recommend that inspections take place every six months to make sure that businesses are in compliance. In response, the Public Works Director stated that staff intends to inspect more often in the early stages of the program. In response to a question from Councilmember MacLean, the Public Works Director stated that there are companies that businesses can hire to clean their interceptors and dispose of its contents.

Mayor Cano reiterated that this ordinance is mandated by the State and the Public Works Director stated that there is also an EPA rule that mandates the FOG program. Prior to adjourning Mayor Cano also extended her appreciation to the city’s wastewater staff for the work they do.

**ADJOURNMENT**

Motion: Moved by Councilmember Cake, seconded by Councilmember Tafoya, to adjourn at 5:30 p.m. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee and Tafoya 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 January 24, 2023 at 5:00 P.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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City Clerk