

Minutes of the regular meeting, public hearing and executive session of the Winslow City Council held on April 25, 2023 at 6:30 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 Nelson, Councilmember Tafoya

MEMBERS ABSENT:

Councilmember Crisp

STAFF:

David Coolidge City Manager, Trish Stuhan City Attorney, Suzy Wetzel City Clerk, Margaret Dyer Finance Director, Tim Westover Public Works Director, Ken Arend Police Chief, James Hernandez Fire Chief, Kelley Pugh Human Resources Manager, Brandee Leary Librarian, Trevor Eltsosie IT Specialist, Jessica Lewis Recreation Supervisor, Jason Sanks Zoning Hearing Officer (via Zoom)

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

CALL TO THE PUBLIC

None.

MAYOR AND COUNCILMEMBERS REPORTS

A. Current Events and Announcements

Mayor Cano announced details of upcoming Moonshot presentations and events that will take place between April 26th & April 29th. Mayor Cano also announced information related to the following:

- Food Truck Friday on April 28th at Route 66 Plaza
- Arts Festival on April 29th at Route 66 Plaza
- Wristband sales for the upcoming carnival

Councilmember Nelson announced the grand opening of Bulldog Fitness on April 26th and provided information regarding the Farmers Market and the Rotary/St. Mary's food distribution event on April 27th.

Councilmember McKee provided information regarding the Winslow Young Artist Showcase that will take place on April 26th & 27th at the old Bulldog Gym.

Mayor Cano referred to April Warnecke's visit to Winslow for her Arizona Bucket List travel segment and stated that it should be airing on AZ Family Channel 3 in the next week or two.

B. Future Agenda Items

Mayor Cano requested that discussion regarding possible uses for the old police department facility be placed on a future agenda.

SCHEDULED PRESENTATIONS AND PROCLAMATIONS

A. Presentation of Employee Service Awards

The Human Resources Manager announced the employees who were receiving awards, none of which were in attendance.

B. Proclamation – Proclaiming the Month of April as Sexual Assault Awareness Month

After Mayor Cano read the proclamation, it was presented to members of Alice's Place staff that were in attendance.

C. Presentation from SunVest Solar LLC Regarding Proposed Solar Array

After stating that Sunvest Solar is a solar development and construction company based out of Wisconsin, Project Developer Ryan Fulton provided a PowerPoint Presentation showing the types of services related to their full-service solar platform. The presentation included information regarding their focus on distribution level projects and site locations throughout the United States.

Mr. Fulton stated that he reached out to the Economic Development Director because they were looking for a community solar project site and proceeded with discussing the local benefits of a solar project including increased revenue for the landowner, increased tax revenue and construction spending. Mr. Fulton further stated that they are interested in leasing city owned property located between French Road and Oak Road.

Mr. Fulton then discussed the process to move forward with their proposed project, which include discussions with APS, and highlighted information regarding a typical lease structure.

Following the presentation, Mr. Fulton responded to questions and comments from both Mayor Cano and Councilmember MacLean regarding the proposed project. At the request of Mayor Cano, Mr. Fulton explained how the power that is generated would benefit the city.

D. Presentation of Audit Report for FYE 06/30/22 by City's Auditor

Before providing a summary of the city's audit results for FYE 06/30/22, Ben Hur, Audit Partner at Fester & Chapman, thanked city staff for their support and assistance during the audit process. Mr. Hur then provided a PowerPoint Presentation showing audit highlights, including a summary of the audit results and findings related to the financial statement audit, the single audit and the report to the Mayor and City Council. The presentation also included asset, liability and net positions as of June 30, 2022, as well as revenue and expense information for the year ending 2022.

In response to a comment from Councilmember Tafoya, Mr. Hur stated that the city has been successful in keeping their finances in good order.

E. Presentation from Northern Arizona Council of Governments Regarding Regional Transportation Safety Plan

Michael Huff, NACOG Transportation Planner, provided a PowerPoint Presentation explaining details of NACOG's Regional Transportation Safety Plan to help improve roadway safety across Northern Arizona. Mr. Huff discussed detailed information included in his presentation related to key findings from crash data for the past five years.

Mr. Huff then discussed the next steps to obtain input from stakeholders and the public related to the plan. The presentation also included information regarding the public involvement timeline, upcoming community events and ways to complete the transportation safety survey.

At the request of Mayor Cano, Mr. Huff clarified that input can be submitted regarding any roadway in Northern Arizona including roads within city limits. Mayor Cano referred to Second & Third Streets and stated that there are daily occurrences of wrong way drivers on those one-way streets.

Mayor Cano stated that the city will get the survey out to the community and Councilmember MacLean encouraged citizens to complete the survey and include issues with the underpass.

F. Quarterly Chamber Report Which May Include Visitor Center Statistics, Bed Tax Financial Information and Past/Future Event Updates

Bob Hall, Executive Director of the Chamber of Commerce, provided his report for the period January – March 2023 that included the number of visitors (local, in-state, out of state and foreign) for the period, the number of travel and relocation packs distributed, the number of brochures printed and distributed, website hits totaling 22,698 and tourism related emails received.

After noting that the room at the Visitor’s Center was utilized a total of 39 times between January and March, Mr. Hall discussed the income and expenses for the reporting period.

Mr. Hall stated that the first Farmers Market of the season held on April 22nd at Eagle Pavilion was a huge success. After announcing the newest members who have joined the Chamber and results of the recent Chamber Board election, Mr. Hall provided information regarding the Box Car Museum, Good Morning Winslow held on the first Wednesday of every month and the Taste of Winslow scheduled for June 23rd. Mr. Hall also reminded citizens that it is not too early to consider donating to the fireworks fund.

Mr. Hall responded to questions from Mayor Cano and Councilmember McKee recognized Bob and Angela’s effort to promote and advertise Winslow.

G. Update From Arts Council Regarding Their Activities and Events

Arts Council Chair Monique Chavez and Vice Chair Lisa Sahmie discussed prior activities that the Arts Council has been involved with including recent fundraising events. Upcoming events include the Arts Festival scheduled for April 29th, Art in the Park scheduled for Sundays at Route 66 Plaza and Fab Fest scheduled for the first Saturday in August.

The Recreation Supervisor also announced that a booth related to the Arts & Economic Prosperity survey will be set up at the festival to bring awareness to the arts industry in Winslow including possible grant funding available to the Arts Council and local artists.

STATUS REPORTS**A. Verbal Status Report on Current City Activities by City Manager Which May Include New Library Update and Update Regarding Community Development Projects**

The City Manager reported that the library design is currently at 95% and it is anticipated that the Request for Qualifications will be ready to advertise by the end of May. Staff is hopeful that groundbreaking will begin after the new fiscal year.

After stating that 81 new permits have been issued and 332 inspections have been made since the beginning of the year, the City Manager provided updates on the following Community Development projects:

- Winslow Hotel located at 2206 North Park Drive
- Truck Stop & Restaurant located at 2201 North Park Drive
- Love's Truck Stop located on Transcon Lane
- North Country Health Care expansion/remodel
- "The Loft" located at 122 East Second Street
- Westerner Motel remodel located at 500 East Second Street
- Good-2-Go Convenience Store & Fueling Station expansion
- MI Pueblo Restaurant located at 1942 West Third Street
- North Park RV park and housing development
- Winslow Inn located at 701 West Second Street
- Old Dairy Queen remodel located at 1302 East Second Street
- Proposed crematorium addition at Greer's Mortuary

The City Manager reported that permits have been issued for three duplexes and one single family residence and plans have also been submitted for several large housing developments. Large roll off dumpsters have been provided to property owners for demolition of a commercial building at 420 East Second Street, a single family residence at 1220 East Second Street and a manufactured home at Desert Skies Manufactured Home Park.

In conclusion, the City Manager provided a reminder that the citizen input session for the capital budget will be held on May 9th at 4:00 p.m. followed by the Budget Work Session at 5:00 p.m. and the regular City Council meeting at 6:30 p.m.

The City Manager responded to a question from Councilmember Cake regarding the Tri-R Towing project and, after the City Attorney clarified that there cannot be discussion under Status Reports but questions can be asked, the City Manager responded to a question from Councilmember Nelson regarding payment for the roll off dumpsters.

With regard to the large housing developments, Mayor Cano requested that staff look into those developments including a certain percentage of affordable housing.

B. Monthly Financial Reports by Finance Director Which May Include Balances, Expenditures and Revenues in All Funds and Various Sales Tax Comparisons by Category

The Finance Director referred to her report that was included in the packet and discussed citywide balances, expenditures and revenues for the months of February and March. After discussing the tax revenue comparison information included in her report, the Finance Director explained that several new water meters were brought online in February resulting in high utility bills for some customers and negative revenues shown in the water and wastewater funds.

The Finance Director also responded to a question from Mayor Cano regarding how adjustments were made to those customers who received a high water bill.

C. Quarterly Report from Librarian Which May Include Information Regarding Statistical Information, Past Events and Announcements for Upcoming Events

After announcing details of the June 14th Friends of the Library meeting, the Librarian referred to the Google reviews for the library that were included in the packet and discussed the fact that they all had positive comments about the staff. The Librarian also discussed events that were held during the quarter, as well as upcoming events at the library.

The Librarian commented on activities that are included on the draft June/July calendar that was provided to the Council and encouraged adult participation in the various activities. Mayor Cano extended her appreciation to the Librarian for the love and care that she puts into both the library program and the community. Councilmember McKee commented on the Google review regarding the library staff knowing everyone who came through the doors by name.

CONSENT CALENDAR

Motion: Moved by Councilmember Cake, seconded by Councilmember Tafoya, to approve the Consent Calendar as presented. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee, Nelson and Tafoya voting yes.

- A. Discussion and/or Action to Approve the Check Register**
- B. Discussion and/or Action to Approve Minutes of the City Council Special Meeting of April 11, 2023 and Regular Meeting of April 11, 2023**
- C. Discussion and/or Action Regarding Appointment of Member to Arts Council**
- D. Discussion and/or Action Regarding Appointment of Member to Historic Preservation Commission**
- E. Discussion and/or Action to Approve Resolution No. 1915 Designating the Chief Fiscal Officer for the Purpose of Officially Submitting the Fiscal Year 22/23 Expenditure Limitation Report to the Auditor General**
- F. Discussion and/or Action to Approve Notice of Intent for Proposed New and Increased Rates, Fees and Charges**
- G. Discussion and/or Action to Approve Resolution No. 1916 Approving a Property Split and Combination for Real Property Identified as Navajo County Assessor's Parcel Numbers 103-26-001 and 103-26-020 Located at 1500 North Park Drive; and Realignment of the Northern Parcel Line of Navajo County Assessor's Parcel Number 103-27-024 Located at 300 West Hillview**

COUNCIL CONSIDERATION AND POSSIBLE ACTION

- A. Public Hearing Regarding Occupational Licensing Requirements Relating to Peddlers, Canvassers, Solicitors and Transient Merchants Pursuant to Title 5, Chapter 5.12 of the Winslow Municipal Code**

The City Attorney referred to A.R.S. § 9-842 that deals with occupational licensing requirements for cities and towns and explained that the intent of the statute was to prohibit cities and towns from imposing requirements or fees unless a public hearing is held before May 3, 2023 and the city demonstrates that the requirement is

necessary to protect public health, safety or welfare. The City Attorney further explained that the public hearing is required to receive comments regarding the requirements and if the Council elects to continue them, there is an action item included on the agenda so they will remain in the code.

After the City Attorney commented on the public benefits of continuing the requirements contained in Chapters 5.08 and 5.12 of the code, Mayor Cano opened the public hearing and there were no comments.

B. Public Hearing Regarding Occupational Licensing Requirements Relating to Amusements Pursuant to Title 5, Chapter 5.08 of the Winslow Municipal Code

Mayor Cano opened the public hearing. There were no comments and clarification was provided by the City Attorney that the public hearings can now be closed. Mayor Cano closed all public hearings.

C. Discussion and/or Action to Continue Occupational Licensing Requirements

Motion: Moved by Councilmember MacLean, seconded by Councilmember McKee, to continue with the occupational licensing requirements as presented. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee, Nelson and Tafoya voting yes.

MOTION TO MOVE INTO EXECUTIVE SESSION

Motion: Moved by Councilmember McKee, seconded by Councilmember Cake, to move into executive session. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee, Nelson and Tafoya voting yes.

EXECUTIVE SESSION

- A. Under authority of A.R.S. § 38-431.03(A)(3), the City Council may hold an executive session for discussion or consultation for legal advice with the City Attorney regarding the city's procedures for handling charges of discrimination filed with the Equal Employment Opportunity Commission (EEOC), notices of claims and litigation; and A.R.S. § 38-431.03(A)(4) for discussion with the City Attorney regarding EEO Charge No. 540-2020-03031, Lisa Cook, and direction to City Attorney regarding the claim**

B. Under authority of A.R.S. § 38-431.03(A)(1), the City Council may hold an executive session for annual performance evaluation of the City Manager

Motion: Moved by Mayor Cano, seconded by Councilmember Nelson, to move back into regular session. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee, Nelson and Tafoya voting yes.

DISCUSSION AND/OR ACTION REGARDING ABOVE EXECUTIVE SESSION ITEMS

There was no discussion or action following the executive session.

ADJOURNMENT

Motion: Moved by Councilmember Cake, seconded by Councilmember Tafoya, to adjourn at 8:25 p.m. Motion passed unanimously with Mayor Cano and Councilmembers Cake, MacLean, McKee, Nelson 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 regular meeting, public hearing and executive session of the Winslow City Council held on April 11, 2023 at 6:30 P.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this _____ day of _____, 2023.

City Clerk