

**MEETING MINUTES FOR THE REGULAR MEETING
OF THE THATCHER TOWN COUNCIL
June 20, 2022**

Councilmembers present: Mayor Bryce, Vice Mayor Smith, Councilman Rapier, Councilman Welker, Councilwoman Howard, Councilman Carlton, Councilman Vining

Staff present: Town Manager Heath Brown, Town Attorney Matt Clifford, Town Engineer Tom Palmer, Police Chief Shaffen Woods, Fire Chief Josh Curtis, Town Clerk Annie Reidhead

Visitors: Alan Bryce, David Bell, Machael Layton, Vance Bryce, John Howard, Fred Barquin, Brandon Homer, W3 Engineering, Seth Carlson, Emily Curtis, Joanna Curtis, Steve Allen

AGENDA

Welcome and Call Meeting to Order at 6:30 p.m. by Mayor Bryce and he stated that this is a public meeting of the Thatcher Town Council. He stated that we do have a quorum.

Pledge of Allegiance led by Councilman Rapier

1. PUBLIC HEARING:

Final Plat for Desert View Estates - None

Temporary Use Permit for Sam & Emily Curtis

Joanna Curtis addressed the council and explained that this would be a temporary dwelling for her ailing mother.

2. OPEN CALL TO THE PUBLIC: Steve Allen addressed the council and expressed his appreciation for the High School Avenue improvements.

3. PUBLIC APPEARANCES: None

4. CONSENT AGENDA: Action Item

- A. Approve minutes of the May 16, 2022, Regular Council Meeting
- B. Planning and Zoning Monthly Report
- C. Police Monthly Report
- D. Approval of Invoices
- E. Financial Reports

Councilmember Carlton made a motion to approve the consent agenda and seconded by Councilmember Howard. Motion carried unanimously.

5. OLD BUSINESS: None

9. NEW BUSINESS: Discussion, Consideration and Possible Action

- A. Final Plat for Desert View Estates
Manager Brown stated that this is the approval of the final plat as discussed in prior meetings. There have been no changes to the subdivision. The improvement plan has been provided, reviewed, and it meets code. Mr. Brown then deferred to Town Engineer Palmer. Town Engineer Palmer stated that Seth Carlson and his engineer firm, W3 Engineering, were here for any questions the council may have.

Councilmember Rapier made a motion to approve the final plat for Desert View Estates and seconded by Councilmember Howard. Motion carried unanimously.

- B. **Temporary Use Permit for Sam & Emily Curtis**
Manager Brown deferred to Town Engineer Palmer and Planning & Zoning Administrator Alan Bryce for further explanation. Town Engineer Palmer stated that it was determined as a split decision in this month's P&Z meeting. The split discussion included the use of the structure versus the structure itself, the structure being described as a "tiny home". Currently our code does not include any information regarding "tiny homes". P&Z Administrator Bryce stated that he has inspected the structure and it meets code.

Councilmember Rapier made a motion to approve the temporary use permit for Sam & Emily Curtis and seconded by Councilmember Carlton. Motion carried unanimously.

- C. **RESOLUTION 704-2022:** A RESOLUTION OF MAYOR AND COUNCIL OF THE TOWN OF THATCHER, ARIZONA ADOPTING AN INVESTMENT POLICY FOR THE TOWN OF THATCHER
Manager Brown stated that the resolution is in response to the plan of redirecting some of the Town's savings account funds to an investment company. State statutes state that when using the Town's LGIP funds there is an investment policy in place. The policy addresses internal controls and the allowable investments.

Councilmember Rapier made a motion to approve Resolution 704-2022 to adopt an investment policy for the Town Councilmember Howard. Motion carried unanimously.

- D. **RESOLUTION 705-2022:** A RESOLUTION OF MAYOR AND COUNCIL OF THE TOWN OF THATCHER, ARIZONA, DESIGNATING THE GRAHAM COUNTY CHAMBER OF COMMERCE AS THE OFFICIAL DESTINATION MARKETING ORGANIZATION (DMO) FOR THE PURPOSE OF COORDINATING TOURISM PROMOTION WITH THE ARIZONA OFFICE OF TOURISM (AOT), AND DESIGNATING AND AUTHORIZING THE MAYOR OF THE TOWN OF THATCHER TO EXECUTE A DMO AFFIDAVIT ON BEHALF OF THE CHAMBER OF COMMERCE
Manager Brown stated that this resolution has been requested by the Chamber of Commerce. The main purpose of the resolution is to allow the Chamber to pursue grant funding in the name of Town, funding to include for economic development, tourism, and other budget items.
Vance Bryce with the Chamber of Commerce addressed the council and stated that one of the major purposes of the resolution is that the Arizona Office of Tourism is offering a rural program marketing grant that will be doubled up this year. He also stated that in approving this resolution there is no additional cost to the Town.

Councilmember Carlton made a motion to approve Resolution 705-2022 where the Town designates Graham County Chamber of Commerce as the DMO and seconded by Councilmember Howard. Motion carried unanimously.

- E. **RESOLUTION 706-2022:** A RESOLUTION OF THE TOWN OF THATCHER FOR THE ADOPTION OF THE 2022/23 BUDGET
Manager Brown stated that the budget is identical to the preliminary budget. He reiterated that during the preliminary budget meeting council recommended that the amount of the PSPRS payment was changed from \$500,000 to \$1 million for this budget year. After this payment, there will be approximately \$1 million left to PSPRS debt.
Councilmember Howard stated that she would like staff to visit a 10-year maintenance plan for the Town streets.

Councilmember Rapier made a motion to approve Resolution 706-2022 for the adoption of the 2022/23 Budget and seconded by Councilmember Howard. Motion carried unanimously.

- F. **RESOLUTION 707-2022: RED LAMP PURCHASE AND SALE AGREEMENT**
Manager Brown stated that this is a resolution authorizes the Town to enter into a purchase and sale agreement with American Southwest Credit Union. The agreement states that the corner lot of the Red Lamp property will be sold to the credit union. There are terms of sales attached as an exhibit along with map exhibits. The agreement states the sale price of this portion of the property is \$120,000. The credit union has stated that they are ready to proceed on the purchase. Staff has visited the credit union's facility in Sierra Vista. The agreement does not include the code restrictions nor the final plat. These two items are to come and to be discussed at future council meetings.

Councilmember Howard made a motion to approve Resolution 707-2022 for the Red Lamp Purchase and Sale Agreement and seconded by Vice Mayor Smith. Motion carried unanimously.

- G. **Southwest Gas - Public Utility Easement Dedication**
Town Engineer Palmer stated that this is the property at the northwest corner of Stadium Avenue and Ballpark Road, across from the Splash Pad Park. There is an existing regulator station at this corner. Southwest Gas has been working on improvements and would like to update the station. They are requesting an easement to this corner to update the station.

Councilmember Carlton made a motion to approve Southwest Gas Public Utility Easement Dedication and seconded by Councilmember Howard. Motion carried unanimously.

- H. **Platt Property Purchase – Contingency Funds**
Manager Brown stated that the original discussion for this item took place 2 years ago. Where council gave staff direction to make the purchase for the property. The estate needed time to get the affairs in order and have now approached the Town stating they are ready to move forward with the sale. The selling price discussed previously was \$210,000 for 3.3 acres and that has not changed. The closing costs of \$1,500 have been recommended that they be split 50/50. This year's budget did not include the purchase of the property, contingency funds would need to be used to make the purchase. There is a manufactured home on the property that is being rented. They have asked that the renters stay until the Town uses the property. There is also a metal building that is going to be salvaged off. Existing electric will be purchased as is. Council recommended that there be something in writing regarding the termination of the rental manufactured home.

Councilmember Rapier made a motion to approve the transfer of \$210,000 plus half the actual cost of closing costs be moved from the contingency funds for the purchase of the Platt Property and seconded by Councilmember Carlton. Motion carried unanimously.

- I. **Additional \$500,000 PSPRS Payment – Fund Transfer from Contingency**
Manager Brown stated this is at councils request to pay an additional \$500,000 before the end of this budget year.

Councilmember Carlton made a motion to approve the transfer of \$500,000 be moved from the contingency funds to pay an additional payment to PSPRS and seconded by Councilmember Howard. Motion carried unanimously.

- J. **Planning & Zoning Commission Appointments**
Manager Brown stated that the 4-year term for two members on the Planning & Zoning Board are up, Jerry Hoopes and Ray Tuttle. Mr. Tuttle has expressed that he would like to continue the board for another term. There are two individuals that have expressed their interest on serving on the board, Dan Turley, and Dominic Curran. Town Engineer Palmer stated that Dan Turley currently serves on the Board of Adjustments and would need to be replaced. Staff recommended that Ray Tuttle continue the Planning & Zoning board for

another term, Dan Turley be appointed to the Planning & Zoning Board, and Dominic

Curran be appointed to the Board of Adjustments to replace Dan Turley. Staff and council agreed that Jerry Hoopes be recognized at the next council meeting for his service.

Councilmember Rapier made a motion to reappoint Ray Tuttle and appoint Dan Turley to the Planning & Zoning Board and to ask Dominic Curran if he would be willing to serve on the Board of Adjustments and seconded by Councilmember Howard. Motion carried unanimously.

10. INFORMATIONAL ITEMS:

- A. Town Manager's Report
 - Public Works Projects – High School Avenue, Strive Driveways
High School Avenue: Paving has been completed, manholes have been completed, driveways have been connected
Strive Fitness: Crews completed the driveways in one day
Crews were also called out over the weekend due to flooding
Completion of the employee health insurance plan change to Blue Cross Blue Shield happened and will take place on July 1st
Council asked about the Porter Lane and 1st Avenue drainage easements
 - Cemetery
Issues of parking traffic from the baseball league were addressed. The architect/landscape firm will be visiting the area in the morning. Staff recommended signs.
 - Financial Summary
\$600,000 of sales tax was collected in the month of May which is the highest ever
- B. Fire Department Report
Chief Curtis addressed the council about the death of a fire fighter. He had questions about the 4th of July celebration, time of the wakeup call, time of the parade, and the parade route.
- C. Police Department Report
- D. Council Reports – Councilmember Howard attended the SEACAP meeting where it was announced that there are funds coming available to assist residents. She will get staff the information. Councilmember Rapier stated that he would be attending the first Arizona Community Foundation meeting and will report back. Mayor Bryce asked that staff work on the 4th of July celebration advertising.

11. FUTURE AGENDA ITEMS & POTENTIAL QUORUM'S

12. **EXECUTIVE SESSION:** At 7:30 p.m. Councilmember Rapier made a motion to go into Executive Session and was seconded by Councilmember Carlton. Motion carried unanimously.

- A. Town Manager Evaluation
- B. Red Lamp Property

At 8:17 p.m. Vice Mayor Smith made a motion to exit Executive Session and go back into Regular Session and seconded by Councilmember Rapier. Motion carried unanimously.

Councilmember Carlton made a motion to instruct staff to proceed with the actions what were discussed in Executive Session and seconded by Councilmember Rapier. Motion carried unanimously.

13. ADJOURNMENT

Motion made to adjourn the meeting at 8:18 p.m. by Mayor Bryce.

APPROVED:

Heath Brown, Town Manager

Randy Bryce, Mayor

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 Thatcher held on this 20th day of June. I further certify that the meeting was duly called and held and that a quorum was present.

Annie Reidhead, Deputy Clerk