



**MEETING MINUTES FOR THE REGULAR MEETING & PUBLIC HEARING
OF THE THATCHER TOWN COUNCIL
April 21, 2025**

Councilmembers present: Mayor Howard, Vice Mayor Welker, Councilman Bryce, Councilman Vining, Councilman McEuen, Councilman Woods, Councilman Carter

Staff present: Town Manager Heath Brown, Town Attorney Matt Clifford, Town Engineer Tom Palmer, Police Chief Glen Orr, Fire Chief Steve Curtis, Town Clerk Annie Reidhead, Building Inspector Alan Bryce, Procurement Officer Gary Allred, Sergeant Maner, Officer Whisman

Visitors: John Howard, Brandon Homer, Erick Wright, Sean Williams, Travis Palmer

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

Pledge of Allegiance led by Councilmember McEuen.

AGENDA

1. PUBLIC HEARING:

- A. To consider the matter of a proposed Final Plat for the Ballpark Estates Subdivision, a 22-lot subdivision on parcel 104-23-0321. The total parcel is approximately 13.63 acres and is located West of Reay Lane across from the Gila Institute for Technology building.

2. OPEN CALL TO THE PUBLIC: None

3. PUBLIC APPEARANCES: None

4. CONSENT AGENDA:

- A. Approve Minutes of March 17, 2025, Regular Council Meeting and April 7, 2025, Budget Work Session
- B. Planning and Zoning Monthly Report
- C. Police Monthly Report
- D. Approval of Invoices
- E. Financial Reports

Vice Mayor Welker made a motion to approve the Consent Agenda and was seconded by Councilmember Woods. Motion carried unanimously.

5. OLD BUSINESS: None

6. NEW BUSINESS:

- A. Professional Services Agreement for On-Call Engineering (Wastewater) – Pacific Advanced Civil Engineering (PACE).

Mr. Brown noted that the discussion about hiring an engineering consultant to review wastewater treatment plant functions took place in last month's council meeting. An RFQ (Request for Qualifications) was advertised, and staff reviewed and interviewed the prospects. After review staff is recommending the agreement with PACE (Pacific Advanced Civil Engineering) for approval. Mr. Brown stated the approval will allow staff to move forward with negotiations on cost. The cost will be allocated in the next budget year.

Councilmember McEuen made a motion to approve the Professional Services Agreement for On-Call Engineering (Wastewater) with Pacific Advanced Civil Engineering (PACE) and was seconded by Councilmember Carter. Motion carried unanimously.

B. Final Plat Approval for Ballpark Estates Subdivision.

Mr. Brown stated that this agenda item is to approve the final plat for the Ballpark Estates Subdivision. The subdivision is approximately 13.63 acres and is located across the Gila Institute for Technology building as discussed in the Public Hearing of this meeting. Mr. Brown reported that the preliminary plat for the subdivision was approved in the February Council Meeting and there have not been any changes.

Vice Mayor Welker made a motion to approve the Final Plat for Ballpark Estates Subdivision and was seconded by Councilmember Woods. Motion carried unanimously.

C. Bid Award for Fire Station Painting

Mr. Brown reported that Mr. Gary Allred (Procurement) has obtained four bids, as outlined below. The bids cover both the interior and exterior painting. Circle C Painting, a local contractor, submitted the lowest bid.

Contractor	Interior	Exterior	Total Quote Amount
Circle C Painting	\$10,300.00	\$15,400.00	\$25,700.00
MVP Coatings	\$15,200.00	\$11,500.00	\$26,700.00
Ghaster Painting & Coatings Inc.	\$14,434.58	\$16,680.48	\$31,115.06
A&K Painting LLC	\$16,050.00	\$17,650.00	\$33,700.00

Councilmember Bryce made a motion to approve the Bid Award for the Fire Station Painting to Circle C Painting in the total amount of \$25,700 and was seconded by Councilmember Vining. Motion carried unanimously.

D. Fair Housing Proclamation

Mayor Howard read the proclamation as follows:

FAIR HOUSING PROCLAMATION

WHEREAS, The National Fair Housing Law of 1968, as amended by the Fair Housing Amendments Act of 1988 prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and WHEREAS, the principle of Fair Housing is not only national law and national policy but a fundamental human concept and entitlement for all Americans; and WHEREAS April has traditionally been designated as Fair Housing Month in the United States. NOW, THEREFORE, Jenny Howard, Mayor of the Town of Thatcher, Arizona, do hereby proclaim

April 2025 as Fair Housing Month

In the Town of Thatcher and do hereby urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

E. **ORDINANCE NO. 196-2025:** AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF THATCHER, ARIZONA, AMENDING THE TOWN OF THATCHER TOWN CODE, TITLE III ADMINISTRATION, CHAPTER 36 MUNICIPAL COURT, BY ADDING SECTION 36.40 THROUGH SECTION 36.42, ESTABLISHING MUNICIPAL COURT SERVICE FEES.

Mr. Brown explained that this ordinance stems from a recent court audit. The audit recommended formally establishing an ordinance for the diversion program fee and dishonored check fees, which are already being assessed.

Councilmember Woods made a motion to approve Ordinance No. 196-2025 Chapter 36 Municipal Court and was seconded by Councilman McEuen. Motion carried unanimously.

7. **INFORMATIONAL ITEMS:**

A. Town Manager's Report

- Public Works Department
8th Street

Mr. Brown referred to Mr. Tom Palmer (Town Engineer) for the update on 8th Street. Mr. Palmer stated that we are yet to receive a permit from the railroad. Their final ACC meeting is coming up and we may see a notice to proceed shortly after. He reported that paving is scheduled for May 12th.

Thatcher Commercial Plaza

Mr. Brown reported that the sidewalks, curbs, and driveways on 3rd Avenue are completed. We are waiting on the permit for power relocation from ADOT.

Drainage Projects

Mr. Brown stated that there are three drainage projects that crews will be working on while permits are issued for the other projects. The first is the intersection of 1st Avenue and Church Street where there is a low area where water collects and is destroying the asphalt. Crews will be pouring curbing to assist with this. The second is a similar problem to the first and is located at the intersection of Diamond Springs and Church Street. Crews will install piping to assist with this. The third is off Reay Lane past 12th Street on Ridgeview Circle where this is drainage issues with the wash. Crews will install a drainage channel along Ridgeview Circle to assist with this.

- Commercial Developments

Mr. Brown referred to Mr. Alan Bryce (Building Inspector) to provide an update on the commercial developments. Mr. Bryce reported that there are several new construction projects in progress.

- O’Riley’s Auto Parts have started construction on their building which is next door to Sonic off Bauer.
- U-Haul Storage is well underway and is anticipating a completion date of September or October.
- Townhome Suites is completing the groundwork and will begin on utilities.
- Sorensen Financial has completed the final inspection.
- Arizona SW Credit Union pulled the building permits last month and should be starting construction soon. The contractor is HCP.
- Eastern Arizona College cosmetology building is moving ahead actively.

Mr. Bryce also reported that there are currently 28 to 29 single family residential houses in construction.

- Fire Station Flooring Bids

Mr. Brown discussed that staff have started the bid process for the Fire Station flooring. The flooring is scheduled for next year’s budget. We would like to get a start so when the new budget is incorporated, we will be able to start the flooring

- Parks – Steam / Pressure Washing

Mr. Brown explained the recent negative comments on social media regarding the cleanliness of the parks, a pressure washing company reached out and provided a quote of \$57,000 for year-round service. As a preliminary step, a one-time cleaning has been requested to evaluate the quality of their work. If the results are satisfactory, staff would like to explore the option of purchasing our own pressure washing equipment. Initial quotes range from \$5,000 to \$6,000.

- Automatic Gate at Burn Pit

Mr. Brown reported that the automatic gate at the burn pit has been installed and is working well.

- Electric Sub-Station

Mr. Brown reported that the concrete is complete, and the main transformer has been installed. Currently the progress has been slow moving.

- Town Council Member Bio’s for Website

Mr. Brown reminded the Mayor and Council that bio’s need to be completed and sent in to add to the Town’s website.

- Financial Summary

GENERAL FUND		SEWER FUND		ELECTRIC FUND	
TOWN TAXES	\$803,281	SEWER REVENUE	\$40,132	ELECTRIC REVENUE	\$349,135
SHARED REVENUE	\$201,245	SEWER EXPENDITURES	\$30,641	ELECTRIC EXPENDITURE	\$265,969
OTHER REVENUES	\$149,401	SEWER NET	\$9,492	ELECTRIC NET	\$83,166
TOTAL REVENUE	\$1,153,927	SANITATION FUND			
TOTAL EXPENDITURES	\$722,445	SANITATION REVENUE	\$37,969		
GENERAL FUND NET	\$431,481	SANITATION EXPENDITURE	\$20,498		
		SANITATION NET	\$17,472		

- **Bed Tax & Large Purchase Tax Rate**
Mayor Howard inquired about this agenda item. Mr. Brown stated that he has contacted the League of Arizona Cities and Towns regarding the process of changing the Town's bed tax and large purchase tax rate. The League will assist with creating the ordinance and submitting the forms to the Department of Revenue. The initial posting of the change 70 days prior to the time the ordinance is approved. If Council decides to move forward the initial posting would have to occur in May and the ordinance would need to be presented in July or August. After the ordinance is approved there is a 60-day waiting period. It was also mentioned that the change must occur on the first day of the month of the starting quarter. Mayor Howard asked for this item to be included on the next council meeting agenda as a discussion item.
- **Police Department**
Chief Orr reported that the department took part in a mass casualty incident training at Safford High School with other surrounding agencies. He mentioned that Mr. Brown and himself will be meeting with Southeast Communications tomorrow along with other agencies in Sierra Vista. He discussed having an internal meeting with the department to explain the roles for the upcoming budget year. He stated that the first incinerator burn for an outside entity has been completed and that a shade structure is being installed over the incinerator.
- **Fire Department**
Chief Curtis reported that their department also took part in the mass casualty incident training at Safford High School along with our Police department. The department has been participating in community events and the next one will be on Thursday. It is a mock car drill being hosted by the Substance Abuse Coalition for their upcoming Dump the Drugs yearly event. He reported that the department assisted Town of Pima and Fort Thomas with the Hot Springs fire last Tuesday. The call lasted from 5:00 to 9:00 p.m. and required the response of three fire trucks.

B. Council Reports:

Councilmember Bryce asked for a summary of services available "after hours" along with contact information to field questions from residents.

8. **FUTURE AGENDA ITEMS & POTENTIAL QUOROM'S:** None

9. **ADJOURNMENT:**

Councilman Vining made a motion to adjourn the meeting at 7:11 p.m. and was seconded by Councilman Woods. Motion carried unanimously.

APPROVED:

Heath Brown, Town Manager

Jenny Howard, 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 the 21st day of April. I further certify that the meeting was duly called and held and that a quorum was present.

Annie Reidhead, Town Clerk