



TOWN COUNCIL WORK SESSION

Wednesday, January 17, 2024 at 5:00 pm

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville Town Council and to the general public that the Council will hold a meeting open to the public at the Springerville Town Hall, 418 East Main Street, Springerville, Arizona. The Town Council reserves the right to adjourn into Executive Session in accordance with Arizona Revised Statutes Section 38-431.03 (A)(1)(3)(4) and (7) for legal consultation on any of the following agenda items.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:

Members of the Town Council or Legal Counsel that are unable to be present in person at a scheduled Council meeting, may participate in the meeting by telephone or video conference.

2. ROLL CALL:

NEW BUSINESS

3. TOWN MANAGER GOALS & OBJECTIVES:

Discussion, direction, and work session to establish goals and performance objectives for the Town Manager per section 9 of his employment contract.

4. ADJOURNMENT:

Submitted by: _____

Posted by: _____

Members of the public who only want to provide written comments can express their comments by emailing the Town Clerk at kmiller@springervilleaz.gov to be read or summarized during the call to the public. All comments must be submitted by 12:00 p.m. on the day of the meeting.

Americans with Disabilities Act (A.D.A.): The Town of Springerville intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the Town Clerk at (928) 333-2656 ext. 224 forty-eight (48) hours prior to the meeting to arrange necessary accommodations.

Tim Rasmussen

From: Tim Rasmussen
Sent: Monday, December 18, 2023 11:52 AM
To: Shelly Reidhead; richarddavisbackhoe@yahoo.com; Doug Henderson; D Scott; Florencio Lozoya
Subject: Goals/ Achievements

Mayor and Council,

As discussed in the last Council Meeting, per my contract with the Town of Springerville, goals were not established for me during my two-year contract that was executed on March 6th 2023. Per the Councils direction, you are holding a meeting to establish them in January. I would like to share the personal goals and projects that I have set with myself and staff as you may like some of them and want to use them when you do set my goals. I would like to share everything that the Town is currently working on or planning to and the past goals that were set and achieved.

Town Manager current goals & projects

ARDURRA Amended contract- engineering- Currently the town is out of date on the contract and the town did not correctly amend the contract two years ago.

Sale of 560 North Main Street- We received an offer of the jointly owned property. Working on a closed bid sale and appraisal for fair market value.

Emergency Management Manual- The town does not currently have one.

Amending the Sexually Oriented Ordinance- discussed in E-session.

Town Auction- The town has not held an auction since I did one 4 years ago. We have obtained lots of old equipment and vehicles from the PD merger.

Feasibility Study for RV- This will replace the "Leakage Study" that was done years ago bashing the two towns with bad information. This is then used to apply for grants.

Joint Service Agreement- Animal Control.

Quit Claim Deed 225 West Main- Currently paying taxes as it is in the Municipal Property Corporation/ Town of Springerville- It is now paid off and working to change the deed.

Changing the Town Clerk and Planning and Zoning Director from a Council Appointment- My recommendation is to change it to be like a regular employee. PD Chief to remain Council Appointment.

Change Springerville Town Code- Fire Department and Police Department code within Springerville was not changed after the mergers to reflect the current situation between both departments.

Change Town Code to "Planning and Zoning Director"- Currently refers to "Administrator". All other department heads are as "Directors".

Settlement- Per E-session direction.

Continue Training the New Planning and Zoning Director- As you know we have a new employee.

Continue Training the New Public Works Director- As you know we have a new employee. Although Robert has working in PW for years, he has not been involved before in the many funding sources, engineering, procurement processes for projects, WIFA management, etc.

Continue Training and working with the New Interim Airport Manager- Heidi and I are working with Manny to peel back the layers of the onion to rebuild the Airport (processes, billing, leases, etc.)

New Town Logo- Needed for the New Website.

Update the employee Manual- Many things that needs to be updated and or changed.

Updating the Fee Schedule- Many updates and revised fees within each department.

New Website- Working with Kelsi.

Updating Business Licenses and Past Due- Heidi helped me to help her enforce the past due Business Licenses. We had about 25 past due licenses where some of them was years past due. One was nice years past due and another 7.

Writing grants for the "Utilities Grant Funding Program- Open every two months.

Continue filling in as the Building Inspector- Stormy has one year to become ICC Certified.
Continue to work with potential businesses working as Economic Development- In discussion with CommnNet, Connect Gen, ASU Carbon Capture, and a couple of potential local businesses.
Grants- Apply for them, I have a few leads.
Department head evaluations- A few employees are due for an evaluation.
Decide with Council, what to do with 94 W. Williams Drive- Town owned buildings.
Amend the Heritage Committee Lease- recommendation to Council to revert it back to the \$1.00 per year.
Form a MPC (Municipal Property Corporation Panel)- The Town currently does not have one.

Here are the current goals/ projects for each department.

Heritage

Appraisal Kushman
New visitors sign out front (outdated and wrong information)
Painting the museum (PW)
New doors
Luminaries
New windows on the East side doors
4th of July Parade prep
Order new inflatable games
Order new Fall Banners
Add new/ more "No Trespassing" signs on the Casa Trails.

Public Works

N.W. Sewer Project- WIFA
Utility easements (did you get the last one needed?)
Water System Model- WIFA
N. Pima- water, sewer, road
Scada
Well meters
GIS
Weineima Bridge

Finance

Fire fighter pensions
WIFA Management
CDBG- N. Pima
Weineima Bridge Management
ARPA Management
Greater AZ Management- Tori Circle
NACOG contracts and grants
Budget (2024/ 2025)

POLICE

Remodel the "new" PD Architectural/ Engineering
K-9 Grant???
RIMS
Laptops- GOHS Grant??
Traffic calming devices- Grant??
Crosswalk signal- Grant??
Gas Masks- Grant??

GOHS- Traffic DUI
Generator for the "new building"- Grant??
Impound Lot

Planning & Zoning

Airport Zoning
Airport lot Combinations
Title 17 P&Z
Code Enforcement
I-Work Training
ICC Certified
Update Forms
Update ICC year for design & plan review

Clerk

New Website Design
Employee Manual (work w/ Tim)
Fee Schedule Update (work w/ Tim)
Create a Formal Orientation Process
Update Job Descriptions
Clerk Degree

Airport

ADOT Fencing Grant
Fog Seal Runway 321- ADOT
Environmental for the New Taxi Way- CadX- Bill Grant
Pilot Control Lighting (5/7 needs to be 3/5/7)

Community Services

Washroom Remodel
Faucet Replaced- Kitchen
Roof Repair- please write the two letters
New flooring in the Kitchen- PW
Door Replacement- Kitchen & Pantry
New windows. A select few
New vehicle Grant

Items completed since March 6th, 2023.

- 1- RFQ- Hired Mangum, Wall, Stoops, & Warden
- 2- WIFA Conservation Grant Fund Application- \$698,700 funded for AMR water meters
- 3- Aviation Expo
- 4- Eagar PD asset list merge
- 5- CommNet- Executed & Recorded
- 6- CDBG Application- \$676,641
- 7- TOS/ TOE Vehicle Lease Agreement (RVFD)
- 8- Flag Day- New 4th of July banners
- 9- Gunnels & Clerk Contract
- 10- ADOH IGA Permits & Inspections
- 11- PSPRS & ORI RVPD
- 12- All Town Records Scanned into the Server
- 13- New Liberty Park naming and Sign Made
- 14- Airport RFQ Engineering Services

- 15- Airport Lease Renewal
- 16- Lift Station Flow Meter- WIFA
- 17- Updated Drug and Alcohol Policy
- 18- Ethics Policy Amended
- 19- Modified Roberts Rules- Council
- 20- Pioneer Park- Rib Burn 2023- Also did work to the site/ park
- 21- All Blue Prints Scanned into the Server
- 22- Fall Fest 2023
- 23- 2023/ 2024 Budget Adopted
- 24- Hired GovBuilt RFQ to make a new Website
- 25- Ballon Fest 2023
- 26- Navopache/ Senior Center Deeded back to the right owners.
- 27- Presbyterian Church Lease Renewal
- 28- WIFA Conservation Grant Fund Meetings for Approval- \$698,700 funded for AMR water meters- FUNDED
- 29- Town Hall Electric Audio and New Surge Protection
- 30- Liberty Park Grand Opening
- 31- Inventory of the Kushman Museum
- 32- New Roof Council Chambers
- 33- Updated Emergency Manuel for the Community Water System
- 34- WMRMC- New Water Line
- 35- TOS Financial Audit
- 36- New Booster Station Controls Installed- WIFA
- 37- Evidence Room Moved to the RVPD
- 38- Updated Apache County Hazzard Mitigation Plan
- 39- Community Services Remodel Washroom
- 40- Updated Job Descriptions

Thank you,

Tim Rasmussen
Town of Springerville
Town Manager
Building Inspector
928-333-2656 Ext 226

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