



TOWN COUNCIL REGULAR MEETING

Wednesday, August 16, 2023 at 6:00 pm

Attendees: Staff: Town Manager Tim Rasmussen, Town Clerk Kelsi Miller,
Town Attorney Brandon Kavanagh (telephonically), Chief of Police Dayson
Merrill, Officer Ben Harrison, Officer Ismael Amaya, Public Works Kevin
Plympton

**Springerville Town Council Chambers - 418 E. Main St. Springerville, AZ
85938**

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.

**** AGENDA AMENDED 8.14.23 ** TOWN COUNCIL MEETING: 6:00 P.M.**

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:

2. INVOCATION:

3. ROLL CALL:

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.

4. PUBLIC PARTICIPATION:

This portion of the agenda is set aside for the public to address the Council regarding items, whether they are listed on the agenda for discussion or not. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02(H).) Comments are limited to a 3 minute time period.

5. COUNCIL, MANAGER AND STAFF REPORTS:

Summary reports will be given on the items listed and no action will be taken on any matters mentioned in the summary unless listed in the agenda. (A.R.S. 38.431.02(k)

a. Mayor & Council Reports: Summary Updates on committee meetings.

b. Manager Tim Rasmussen: Summary Updates & presentation(s)

c. Staff Reports: Summary Updates

6. CONSENT ITEMS:

- a. Consider approval of July 19, 2023 Regular Council Meeting Minutes.**
- b. Consider approval of July 25, 2023 Special Council Meeting Minutes.**
- c. Consider ratification and approval of the accounts payable register from July 11, 2023 through August 8, 2023.**
- d. Consider approval of Resolution 2023-R009, amending the ethics policy.**

OLD BUSINESS

NEW BUSINESS

7. RESOLUTION 2023-R008:

Discussion and possible action to approve Resolution 2023-R008, regarding the appointment of an official Destination Marketing Organization.

8. TOURISM TAX FUND REQUEST: FALL FEST

Discussion and possible action on the request of Tourism Tax funds in the amount of \$750.00 for the Springerville Fall Festival.

9. RATIFICATION OF EASEMENT:

Discussion and possible action to ratify the perpetual easement for public utilities.

10. LEASE RENEWAL - COMMUNITY PRESBYTERIAN CHURCH:

Discussion and possible action regarding the renewal update for with the Community Presbyterian Church.

11. COMMUNITY SERVICES TITLE VI PLAN APPROVAL:

Discussion and possible action to approve the Title VI plan for the ADOT 5310 grant requirement.

12. LEGAL SERVICES:

Discussion and direction regarding legal services for the Town of Springerville.

13. EXECUTIVE SESSION:

a. Notice of Claim - J. Casillas

Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding the notice of claim from Jason Casillas pursuant to A.R.S § 38-431.03 (A) (3) .

b. **AMENDED 8.14.23 - TOWN MANAGER CONTRACT**

Discussion and possible action to enter into Executive Session regarding Town Manager Rasmussens employment contract pursuant to A.R.S. § 38 431.03 (A) (1).

14. **AMENDED 8.14.23 ACTION AS A RESULT OF EXECUTIVE SESSION:**

15. 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.

Contact: Kelsi Miller, Town Clerk (kmiller@springervilleaz.gov (928) 333-2656 x 224) | Agenda published on 08/10/2023 at 8:39 AM



Town Council Agenda Staff Report

COMMUNITY SERVICES DEPARTMENT REPORT
AUGUST, 2023

MONTHLY REPORTING

Financial/Statistical Reports and Grants completed for the following grants/contracts:

Aging & Adult Congregate Meals and Aging & Adult Meals on Wheels; Headstart Invoicing and Production Sheets; NACOG - Aging and Adult Transportation Services; ADOT – 5310 Reporting; Arizona Long Term Care (ALTCS) Meal Program; Senior Community Senior Employment Program (SCSEP); St. Mary’s Senior Citizens Food Box Program, United Food Bank Community Food Box Distribution and monthly report; Low Income Home Energy Assistance Program DES – Monthly Reporting; U of A Coop Ext. – Invoicing, Reports and annual closeout submission

July Community Assistance and Senior Services Counts:

Senior & Meal Services		Low Income Assistance Services	
Congregate Meals	367	Food Commodity Box (households)	302
Home Delivered Meals	433	Food Cards	12
Long Term Care Meals	42	Bus Pass	6
Indigent Meals	30	Fuel Cards	7
HEAD START Meals served	416	Utility Apps/Deposits & assistance	13
Total Meals Served	1288		
Senior Equipment	1	Rental Assistance	5
Transportation Units	164	Pet Food Bags Delivered	4
Volunteer Hours	81	Senior Food Boxes	128

Nutrition Education Program

Location	Age Group	Curriculum	# Participants	# Classes
Senior Center	Seniors	Nut Ed/ Food Demo	15	2
Boys & Girls Club	K-8	My Plate	20	4



Town Council Agenda Staff Report

Round Valley Community Services & Senior Center

Senior News



Robin Aguero, Director

356 S. Papago St., Springerville, AZ

928-333-2516



The Wellness Benefits of the Great Outdoors

With Summer here and cabin fever at an all-time high, we can now look forward to the many wellness benefits associated with getting outdoors.

"The physiological response to being outside in nature is real, and it's measurable," said Michelle Kondo, a research social scientist with the USDA Forest Service's Northern Research Station. "There are many physical and psychological benefits of nature that scientists have observed, which can better help us understand how nature supports wellness in the body, mind and community."

1. Physical Wellness

Being outside in green spaces supports an active and healthy lifestyle, which has shown to increase life expectancy, improve sleep quality and reduce cancer risk.

"Many of the benefits afforded to us by green spaces partially result from more opportunities to be active," said Kondo. "Being in outdoor green spaces can increase a person's motivation, too."

Studies also show that being outside in nature is relaxing, reducing our stress, cortisol levels, muscle tension and heart rates – all of which are risk factors for cardiovascular disease.

Continued on Page 5

"Of all the paths
you take in life,
make sure a
few of them are
dirt."

- John Muir -



Like Us! Follow Us!



Like our Facebook Page

<https://www.facebook.com/RVCommunityServicesCenter>



<https://www.instagram.com/>



Town Council Agenda Staff Report

Banana Split Oatmeal

Frozen yogurt and bananas turn oatmeal into a healthy dessert or satisfying snack.



Ingredients

- 1/3 cup oatmeal (dry, quick cooking)
- 1/8 teaspoon salt
- 3/4 cup water (very hot)
- 1/2 banana (sliced)
- 1/2 cup frozen yogurt (non-fat)

Directions

1. In a microwave safe cereal bowl, mix the oatmeal and salt. Stir in water.
2. Microwave on high power for 1 minute. Stir. Microwave on high power for another minute. Stir again.
3. Microwave an additional 30-60 seconds on high power until the cereal reaches the desired thickness. Stir again.
4. Top with banana slices and frozen yogurt.

Source: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/banana-split-oatmeal>

Basic Quiche

You can vary this recipe by using whatever vegetables you have on hand (fresh, frozen, or canned)!



Ingredients

- 1 pie crust (baked, 9-inch)
- 1 cup vegetables (chopped, broccoli, zucchini, or mushrooms)
- 1/2 cup cheese (shredded)
- 3 eggs (beaten)
- 1 cup milk (non-fat)
- 1/2 teaspoon salt
- 1/2 teaspoon pepper
- 1/2 teaspoon garlic powder

Directions

1. Preheat the oven to 375 °F.
2. Shred the cheese with a grater. Put it in a small bowl for now.
3. Chop the vegetables until you have 1 cup of chopped vegetables.
4. Cook the vegetables until they are cooked, but still crisp.
5. Put the cooked vegetables and shredded cheese into a pie shell.
6. Mix the eggs, milk, salt, pepper, and garlic powder in a bowl.
7. Pour the egg mix over the cheese and vegetables.
8. Bake for 30-40 minutes, or until a knife inserted near the center comes out clean.
9. Let the quiche cool for 5 minutes before serving.

Source: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/basic-quiche>

Summer Squash Boat

Try this tasty recipe when summer squash is abundant in your garden or at the market.



Ingredients

- 2 summer squash
- 3 cups cooked brown rice
- 1 cup diced tomatoes
- 1 cup squash pulp (from summer squash listed above)
- 1 cup white beans, drained and rinsed.
- 1 tablespoon fresh basil
- 4 tablespoons Parmesan cheese

Directions

1. Wash and cut squash in half, lengthwise. Remove the large seeds.
2. Steam the squash, skin side down, in a small amount of water in a fry pan or skillet until slightly tender

3. Scoop out a good amount of pulp (1 cup), place in a bowl and mix with stuffing (brown rice through Parmesan cheese).
4. Place the squash shells in a baking dish. Stuff the squash with the stuffing mixture.
5. Top with grated Parmesan cheese. Bake at 350°F for about 30 minutes.

Source: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/stuffed-summer-squash>

Simple Stuffed Peppers

These simple stuffed peppers are fun and flavorful. Use yellow, red, green, and orange peppers for a colorful dish.



Ingredients

- 1 cup brown rice, uncooked
- 1 can black beans, unsalted (15 ounces)
- 4 bell peppers (any color)
- 1 cup cheddar cheese, shredded (reduced fat)
- 1 tomato, sliced
- 1 cup salsa
- salt (to taste, optional)

Directions

1. Preheat the oven to 400°F.
2. Cook brown rice according to package directions.
3. Wash the peppers under running water.
4. Cut the tops off the peppers and spoon out the seeds.
5. Drain and rinse the black beans.
6. Combine the beans, rice, salsa, and salt (optional).
7. Spoon about 3 Tablespoons of the mixture into the bottom of each pepper.
8. Place a slice of tomato on top of the mixture and sprinkle with 2 tablespoons of cheese.
9. Repeat steps 7 and 8 to fill the pepper completely but do not top with cheese.
10. Bake peppers for 30 minutes, top each with 2 Tablespoons of cheese and continue baking for 15 minutes more.

Source: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/simple-stuffed-peppers>

Quick Fitness Tip

The right clothes and shoes can fit your individual style. Wearing workout clothes you like can be a great motivator!

Find the right fitness shoes.

- Choose shoes that are made for the type of physical activity you want to do.
- Look for shoes with flat, non-skid soles, good heel support, enough room for your toes, and a cushioned arch that's not too high or too thick.
- Make sure the shoes fit well and provide proper support for your feet.
- Check your shoes regularly and replace them when they're worn out. You need new shoes when the tread is worn out; your feet feel tired after activity; or your shins, knees, or hips hurt after activity.



Select the right activewear.

- Choose clothes that work with your activity. Loose shorts are perfect for basketball, but maybe not for yoga.
- Make sure your exercise clothes are comfortable and let you move easily.
- In cold weather, wear layers, such as a jacket or top over a t-shirt, so you can take off layers as you warm up.
- Wear clothes that let air circulate and moisture evaporate.

<https://www.nia.nih.gov/health/finding-right-fitness-shoes-and-clothes>



Town Council Agenda Staff Report



Sudoku

Each Sudoku Puzzle has a unique solution that can be reached logically without guessing. Enter digits from 1 to 9 into the blank spaces. Every row must contain one of each digit. So must every column, and every 3x3 square. Answers on Page 13.

		8		9	2		4
7		2					9
	9			4		6	
5	7		6				
				5	3	1	6
	6	9			4		
		6	7			2	
4							1 7
	5		4	1			6

Simple Steps in Supporting Older Friends and Loved Ones at End of Life

By: Sue Van Zante-Peiser
(National Resource Center on LGBT Aging)

Being present with our friends and loved ones during the end of life is often an emotional yet rewarding journey. Offering support is the first step, but knowing what and how to offer this support can be overwhelming. The author of this tip sheet accompanied a dear friend during his end-of-life and offers these simple steps to consider:

- Hear their fears and concerns
- Remind them of what a difference they have made for you
- Validate their life stories
- Ask if there are any partners, family, friends, and caregivers with whom they would like to connect or reconnect. You can be a bridge to help with these connections.
- Tell them specific reasons why you love them and how important they have been to your life.
- Share a meal or their favorite snack.
- Suggest reducing background noise when you go to visit. Loud TV and music can be distracting. Ask if there is a private place where you can visit.
- Don't feel pressured to fill the silence. Hold their hand and simply be.
- Offer to look through photos together. Encourage stories. Record them if they give you permission. You are likely to yearn to hear their voice again after they are gone. (Do not share the recordings with others unless given permission from your friend or loved one.)
- Laugh with them. This does not negate that they are dying. It furthers your connection with them.
- Allow them as much time as they need to get out their thoughts.
- Try to stay as present and focused as possible.

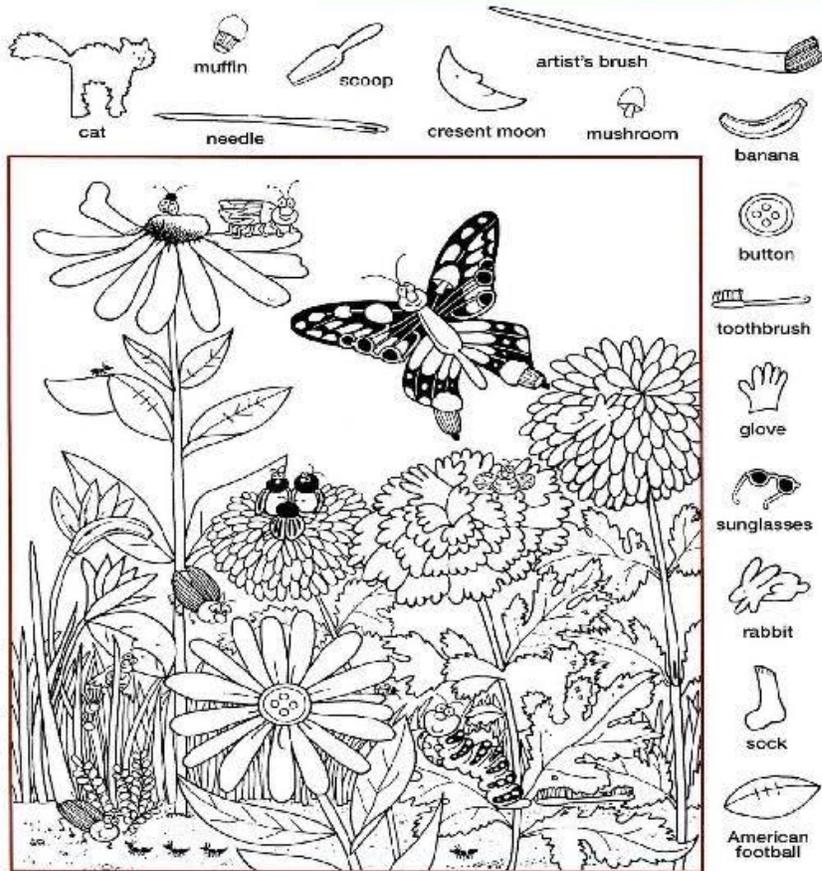
Adapted From: https://www.lgbtagingcenter.org/resources/pdfs/Simple%20Tips%20at%20End%20of%20Life_Final.pdf



Town Council Agenda Staff Report

Out in the fields

Can you find these things in the big picture?



JOKES

Old age makes us great multitaskers. Why, I can sneeze and pee at the same time!

Stop thinking of them as "hot flashes." Think of them as your inner child playing with matches.

How is the moon like dentures?
Both come out at night.

What goes up but never comes down?
Your age.

What's the best part of old age?
That it doesn't last very long.

Ways to Stay Active in Summer

- Swim laps or take a water aerobics class. These are both refreshing once the weather gets steamy.
- Walking in the mall is a cool way to beat the heat.
- Now that the grandchildren are out of school for the summer, ask them to teach you their favorite sport or physical activity.
- Celebrate National Bowling Week the first week in August. Get friends and family together and challenge each other to a friendly tournament.



<https://www.nia.nih.gov/health/fun-ways-older-adults-stay-physically-active#dime>





The Wellness Benefits of the Great Outdoors *Continued from Page 1*

2. Mental Wellness

There are many mental wellness benefits associated with being outside in green spaces, such as lower risk of depression and faster psychological stress recovery. Studies have shown that being in nature can restore and strengthen our mental capacities, increasing focus and attention.

"This togetherness is especially important for us now," said Kondo. "We are finding that isolation is a killer, and that the outdoors really provides that space for us to come together under trees or to walk together along trails."

3. Wellness in the Community

Access to nature can benefit entire communities such as reducing environmental stressors commonly found in cities: air pollution, noise, and heat.

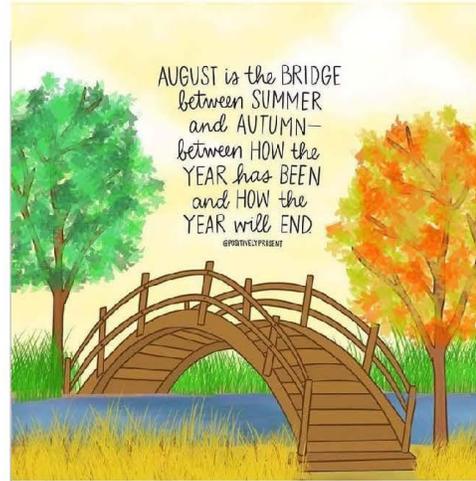
Nature in densely populated areas has also been shown to affect how people interact with one another. "We've found in neighborhoods that receive tree plantings or other greening initiatives, that people tend to have better attitudes towards their neighbors," said Kondo, "which in turn often results in better relationships."

"Wellness is wholistic in that it is comprised of physical and mental health as well as the health of our communities," said Kondo. "All of these benefits add up and reduce adverse impacts on our bodies and have restorative characteristics. So, get outdoors and enjoy nature's gift of wellness."

Adapted from: <https://www.fs.usda.gov/features/wellness-benefits-great-outdoors>

Sudoku Answers

6	3	8	5	9	2	7	4	1
7	4	2	8	1	6	3	9	5
1	9	5	3	4	7	6	2	8
5	7	1	6	2	8	4	3	9
8	2	4	9	5	3	1	7	6
3	6	9	1	7	4	8	5	2
9	1	6	7	3	5	2	8	4
4	8	3	2	6	9	5	1	7
2	5	7	4	8	1	9	6	3



Scam of the Month

Investment Scams

Fast money always sounds great, but scammers are notorious for promising to make you lots of money quickly! These scams often involve offering a "free" seminar to learn about their investment opportunities, but once you attend you learn that there are fees associated with the investment coaching. These seminars and conversations exaggerate the money you can make with their investment systems and often lie about previous investors success. Before you decide to invest in anything, research the offer, talk to someone you trust about the opportunity, and consider the risk of your investment.

If you would like more information about scams, or would like to report a scam, please call the Office for Aging at 607-778-2411.



We have several day trips planned for the summer.

If you are interested, please contact Brian:
928-245-2528



Town Council Agenda Staff Report

Come join us at the Round Valley Community Services & Senior Center

Monday–Thursday, 7:00 am–2:00 pm



Lunch served at 11:30

Salad Bar w/ meals
Every Wednesday

BINGO
WEDNESDAYS
12:00 PM

Senior Food Boxes

2nd Tuesday of each month

For information or to sign up:

Judy Wiltbank

333-2516 x254



Drive -Thru Food Bank

Every Tuesday

10:00 am–12:30 pm

356 S. Papago St.

Springerville

NEVER MISS A NEWSLETTER



If you would like to receive a copy of our newsletter via email each month, send an email ...

TO: raguero@springervilleaz.gov

SUBJECT: Email Newsletter

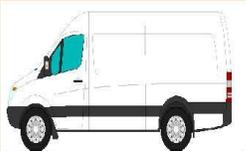
Cooking Demonstration

Tuesday, August 29th

10:30 am



Yummy Summer Recipe
with Tomasa Lozoya



DOOR TO DOOR TRANSPORTATION SERVICES

Local Transportation available throughout **Springerville** and **Eagar**

Requested Donation:

\$2.50/ One Way

\$5.00/ Round Trip

Show Low :

1st and 3rd Friday of each month (min. 3 reservations)

\$15 Charge for Round Trip

Make your reservation at least 24 working hours in advance by calling: **928-245-2528**

Blood Pressure Check
Mondays 10:30–11:30





Town Council Agenda Staff Report

August 2023

CENTER OPEN

M-Th 7:00a.m.—2:00p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	1 Lunch served at 11:30 YOGA—Pilates 9:30 Food Bank 10:00—12:30	2 Lunch served at 11:30 	3 Lunch served at 11:30
7 Lunch served at 11:30  BP Check 10:30—11:30	8 Lunch served at 11:30 YOGA—Pilates 9:30 Food Bank 10:00—12:30 SENIOR BOXES	9 Lunch served at 11:30 	10 Lunch served at 11:30
14 Lunch served at 11:30  BP Check 10:30—11:30	15 YOGA—Pilates 9:30 Lunch served at 11:30 Food Bank 10:00—12:30	16 Lunch served at 11:30 	17 Lunch served at 11:30
21 Lunch served at 11:30  BP Check 10:30—11:30	22 YOGA—Pilates 9:30 Lunch served at 11:30 Food Bank 10:00—12:30	23 Lunch served at 11:30 	24 Lunch served at 11:30
28 Lunch served at 11:30	29 Food Demo 10:30 am Lunch served at 11:30 Food Bank 10:00—12:30	30 Lunch served at 11:30 	31 Lunch served at 11:30



Town Council Agenda Staff Report

MENU – AUGUST, 2023

Lunch Served at 11:30 a.m.

Recommended Donation - \$6 per meal. Please donate what you can afford.

	Tuesday	Wednesday	Thursday	Friday	
	1 Meat Loaf Mashed Potatoes Sliced Tomatoes Seasoned Carrots WW Bread Tropical Fruit	2 Herb Baked Chicken Green Beans Romaine Salad Cornbread Orange	3 Hamburger/Bun Lettuce/Tomato/ Pickles Baked Beans Pears	4 BBQ Pork Ribs Sweet Potatoes Tossed Green Salad Roll Fruit Cup	
	7 Turkey & Cheese Sandwich Glazed Beets Broccoli Orange	8 Salisbury Steak Mashed Potatoes w/ gravy, Roll Steamed Carrots Peaches	9 Chicken Taquitos Pinto Beans Lettuce/Tomato Fruit Cocktail	10 Pork Roast Mashed Potatoes/Gravy Bread Spinach Applesauce	11 Southwest Chicken Salad Black beans & Corn Mixed Greens Tortilla
	14 Beef Tacos w/ Cheese Lettuce & Tomato Pears	15 Oven Fried Chicken/Roll Mashed Potatoes Steamed Carrots Pineapple	16 Beef Chili w/ Hamburger Bread Broccoli Peaches	17 Hamburger Casserole Roll, Green Beans Lettuce/Tomato Mandarin Oranges	18 Pork Roast Potatoes/Gravy Bread Spinach Applesauce
	21 Grilled Cheese Tomato Soup Southwest Veggies Bread Peaches	22 Baked Ham Seasoned Carrots Mashed Potatoes & Gravy WG Roll Pineapple	23 Chicken Fajitas Onions & Peppers Sliced Tomatoes Tortilla Orange	24 Sloppy Joes Broccoli Salad Peas/Carrots Tropical Fruit	35 Turkey Burger/ Bun Baked Beans Lettuce/ Tomatoes Summer Squash Fruit Cup
	28 Tuna Salad Sandwich White Bean Soup Green Beans Strawberries & Bananas	29 Spaghetti / Meat sauce Corn Mixed Green Salad Garlic Bread Fruit Cocktail	30 BBQ Chicken Legs Sweet Potatoes Broccoli Roll Oranges	31 Beef Stew Potatoes, Carrots, Tomatoes Apple Slaw Cornbread Pears	

Services are funded by the Older Americans Act, SSBG funds and the State of Arizona. Funding is allocated on a regional basis from the Arizona Department of Economic Security, Division of Aging and Adult Services (DAAS) to Area Agencies on Aging. Eligibility for programs: Seniors or adults with disabilities. Additional requirements may vary by program. Client contributions are encouraged and are vital for continuation of the programs. Language assistance and alternate forms of communication are available upon request Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII) and the Americans with Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, Area Agency on Aging NACOG prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, and disability. Area Agency on Aging NACOG must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities.



Town Council Agenda Staff Report

Report for July 2023

Springerville Heritage Center & Casa Malpais Archaeological Park / Community Event Planning

- There were approximately 366 guests to the museum in July.
- There were 50 people who took the Casa Tour in July. Revenue from tours was \$500.
- The hot weather seemed to be a deterrent for museum visitors and tour participants alike. However, as always, the feedback from patrons regarding the Museum and Casa was positive.
- New flags were ordered for patriotic holidays. The flags will match the flags that Eagar put up for July 4th.
- We are gearing up for Fall Fest. The 62' inflatable obstacle course has arrived. We have put out the request for volunteers for the event. Springerville is participating in the scarecrow contest alongside Eagar this year. Hopefully we will have scarecrows throughout both towns. Springerville will be decorating with the small banners and straw bales as well.
- We will be combining our Halloween event with Eagar. It will take place at Ramsey Park. Now that the fire department has moved, there won't be a Haunted House on Main Street. Therefore, it will be much safer for the kids to have the event in a park. Ramsey Park has lighting for night events. We will be taking our blow up decorations to the event and we will purchase our usual amount of candy to be combined with Eagar's.

- The Christmas banners chosen by Council and the banner enhancers were ordered.



Town Council Agenda Staff Report

August 2023

Mayor & Council Report for Planning and Zoning/Building Inspector

Planning and Zoning Director Travis Udall started his new role on August 3, 2023. Alongside the manager, they have identified 12 code infraction locations and will be addressing them right away. He also has met with managers from Dollar General and Bradco on getting the weeds in front of the business removed. He sat down with commissioner Terry Shove to get a feel for the Planning and Zoning process.

There is no Planning and Zoning meeting for the month of August and will be preparing for September's meeting.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 08/10/2023
SUBJECT: Consent Items

SUGGESTED MOTIONS:

I move we approve consent items 6a, 6b, 6c, and 6d as presented.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

See attachments



DRAFT

TOWN COUNCIL REGULAR MEETING

Minutes

Wednesday, July 19, 2023 at 6:00 pm

**Springerville Town Council Chambers - 418 E. Main St. Springerville, AZ
85938**

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.

TOWN COUNCIL MEETING: 6:00 P.M.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:

Minutes:

Mayor Reidhead called the meeting to order at 6:00 p.m. Slade Morgan led the pledge of allegiance.

2. INVOCATION:

Minutes:

Bob Falquez, the Pastor of the Community Presbyterian Church offered the invocation.

3. ROLL CALL:

Minutes:

Present: Shelly Reidhead, Mayor; Richard Davis, Vice-Mayor; Douglas Henderson, Councilor; Donald Scott, Councilor; Florencio Lozoya, Councilor
Staff: Town Manager Tim Rasmussen, Town Clerk Kelsi Miller, Town Attorney Brandon Kavanagh (telephonically), Public Works Director Steve Christensen, Public Works Robert Pena

4. PUBLIC PARTICIPATION:

Minutes:

Terry Shove addressed the Mayor and Council. She encouraged them and the community to purchase tickets for the Ultimate White Mountain Raffle that benefits the Chamber of Commerce

and the Boys and Girls Club. There is only a month left until the raffle. She next reported the Boys and Girls Club have acquired a building, the former Pack Shack has been donated to them. School starts on August 8th. The district has 8 new teachers this year. Most teaching positions have been filled; they are still hiring aides. The school is continuously growing in enrollments. Annette Garcia and David DiMeno with the Come Back Ranch Animal Sanctuary addressed the Mayor and Council. They gave an overview of what the Come Back Ranch in Eagar does. They are providing horse therapy to local veterans. They rescue horses that people either can't keep or are going to slaughter. These horses are rehabilitated and used for veterans' therapy or the youth programs. The youth programs help those going through troubled times or just wanting to join the pony club. They passed out a brochure to Council with additional information.

Rich King of Nutrioso addressed the Mayor and Council. He explained he is running for a State Representative seat. He explained he does not know what the current representatives are doing for us, and he feels they aren't doing enough. He is running to be a voice for our community. He explained he travels for work and sees that our areas needs are not being fulfilled. He wants anyone with concerns about the area to reach out to him.

Monica Bohning addressed the Mayor and Council. She referenced Resolution 2023-R007 that is being considered this evening. She thanked them for taking a proactive stance and expressed her support for the Resolution and urges they push it forward to an Ordinance. Jim Tieman

addressed the Mayor and Council. He explained he is a volunteer with the Police Department. They plan to show a presence as kids go back to school. He also offered support for Resolution 2023-R007 being considered tonight. He expressed he is happy to see this and hopes Eagar does something similar.

5. COUNCIL, MANAGER AND STAFF REPORTS:

a. Mayor & Council Reports: Summary Updates on committee meetings.

Minutes:

Councilor Henderson reported that he attended a PSPRS Local Board Meeting. During this meeting they approved the new hire of Officer Maly and appointed Amy Sloane as the Local Board Secretary. Mayor Reidhead updated that the grant for broadband is still waiting a state signature. Vice-Mayor Davis commented that we had a great fourth of July including the firework show. He thanked the town and staff for supporting it. Councilor Scott reported on his meeting with Real AZ. They are working on a website to promote economic development to both Navajo and Apache County.

b. Manager Tim Rasmussen: Summary Updates & presentation(s)

Minutes:

Town Manager Rasmussen reported he attended a meeting today with Eagar regarding upcoming events. Fall Fest will be held on October 7th and the Santa Clause event will be in Eagar this year. Next, he reported Maverick is moving forward and will be submitting plans. Once we receive those we will send them to the ICC for review before issuing a building permit. Tim reported on personnel, the airport manager is moving and we are actively advertising for that position. Jeff Fischer in the heritage center has resigned also, Beth Conlin has accepted the assistant director position. The police department currently has 8 active officers and a new cadet. Manager Rasmussen explained we received a lot of

positive feedback on the Fourth of July. He read a letter of support on our Fireworks show. We also had 82 floats in our parade this year. Lastly, he explained we are looking at buying new holiday banners and would like Council's feedback.

c. Staff Reports: Summary Updates

Minutes:

Steve Christenson, Director of Public Works reported he is working towards getting the sewer project back up and going again.

6. PRESENTATION ROUND VALLEY UNIFIED SCHOOL DISTRICT: BOND

Minutes:

Slade Morgan the Superintendent of the School and Cass Pond (via Zoom) addressed the Mayor and Council. He explained the state provides opportunities for schools to go out for bonds for capital improvement projects. The Round Valley Unified School District will be proposing a bond to voters for the November 7, 2023, all mail-in election. They will be asking for a \$15 million bond to be paid back in 20 years. They are proposing \$8 million in 2024 and \$7 million in 2027. He gave the history of the former bonds that were from 2008 and 2009. Those bonds were paid off 5 years early. They further explained the capital improvement projects they would be using the funds for; providing building renovations and repairs to all school buildings, providing technology, furniture, and equipment, purchasing additional school busses, upgrading athletic facilities, and improving school grounds and parking lots. They further explained this would affect taxpayers almost as a continuation of the old bonds. The amount would be \$.3739 per \$100 of assessed value meaning \$37.39 per \$100,000 market value. Councilor Henderson asked how they were able to pay off the former bonds early, they said they amortized the remainder of them five years ago and paid off those big chunks each year, around \$700-\$800 thousand a year. The Councilor questioned if they were able to pay that bond off so quickly, if they need another one, or if they could use that money to get some CIP's done. Council asked who would be paying for the election, and Mr. Pond said the school district would be. They discussed that it will actually be on assessed values, not market values so it won't fluctuate. He put it in perspective with market value to make it easier for people to understand how it will affect them.

7. PRESENTATION BY THE SPRINGVILLE EAGAR REGIONAL CHAMBER OF COMMERCE: TOURISM

Minutes:

Tony Contreras, the President of the Springerville Eagar Chamber of Commerce addressed the Mayor and Council. He explained the issues the community is facing. He read the Chamber of Commerce's mission statement. Becky Christensen explained the chamber has been our Designated Marketing Organization for the past two years. This allows them additional resources for marketing in the area. She explained the different magazines, advertisements, and billboards they were able to get our area in with these efforts. She gave the history of the chamber. Hazel Wolf next addressed the Council. She explained what the White Mountain Dinosaur Exploration Center was and the history of it. She explained they work with the U of A extension office and other organizations. They do not sell the fossils. She briefed on TEP and the funds they have available for communities that will be affected by the closure of the power plant. She further

explained they are asking the Town to move the Town Hall offices and allowing them to use that space to expand the museum and have an emergency operations center.

8. CONSENT ITEMS:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to approve consent items 8a, 8b, and 8c as presented.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

- a. Consider approval of the June 21, 2023 Regular Council Meeting Minutes.
- b. Consider approval of the June 21, 2023 Council Work Session Meeting Minutes.
- c. Consider ratification and approval of the accounts payable register June 22, 2023 through July 10, 2023.

9. PUBLIC HEARING:

Minutes:

FIRST ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to enter into a public hearing to take public and Council comments on the Fiscal Year 23/24 budget and the liquor license ownership from The Averys to The Gateway.

Vote results: Ayes: 5 / Nays: 0

COMMENTS/DISCUSSION: Danielle Hummel commented to remind Council to budget for the Springerville Park improvements.

SECOND ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to exit the Public Hearing and enter back into Regular Session at 7:03 pm. Vote results: Ayes: 5 / Nays: 0

- a. FISCAL YEAR 23/24 BUDGET:
- b. LIQUOR LICENSE TRANSFER:

OLD BUSINESS

10. SECOND READING ORDINANCE 2023-002: ORDER OF BUSINESS

Minutes:

Mayor Reidhead completed the second reading of Ordinance 2023-002 out loud and into the record.

11. ACTION ORDINANCE 2023-002: ORDER OF BUSINESS

Minutes:

ACTION: Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to adopt Ordinance 2023-002 AN ORDINANCE OF THE TOWN OF SPRINGERVILLE, APACHE COUNTY ARIZONA, AMENDING TITLE 2 "ADMINISTRATION AND PERSONNEL", CHAPTER 2.04 "TOWN COUNCIL", SECTION 2.04.130 "ORDER OF BUSINESS" OF THE SPRINGERVILLE MUNICIPAL CODE AND DESIGNATING AN EFFECTIVE DATE.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

12. SPRINGERVILLE-EAGAR CHAMBER OF COMMERCE:

Minutes:

ACTION: Motioned by Councilor Douglas Henderson, seconded by Vice-Mayor Richard Davis to not participate in the Chamber Board.

DISCUSSION: Councilor Henderson expressed that Manager Rasmussen has too much on his plate right now. Mayor Reidhead agreed, this can be visited at another time if need be.

Vote results:

Ayes: 5 / Nays: 0

NEW BUSINESS

13. LIQUOR LICENSE TRANSFER:

Minutes:

ACTION: Motioned by Councilor Douglas Henderson, seconded by Vice-Mayor Richard Davis to approve the liquor license application for The Gateway from Bar A LLC (The Averys).

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

14. FISCAL YEAR 23/24 FINAL BUDGET:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Douglas Henderson to adopt the Town of Springerville's final 2023/2024 budget.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

15. TOURISM TAX REQUEST:

a. Buses by the Lake:

Minutes:

ACTION: Motioned by Councilor Douglas Henderson, seconded by Councilor Donald Scott to approve the Tourism Tax Fund request for the Buses by the Lake event in the amount of \$750.00

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

16. PROFESSIONAL SERVICES AGREEMENT: ARMSTRONG

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Douglas Henderson to approve the professional services agreement with Armstrong Consultants, Inc. to provide consultation services to the Springerville Municipal Airport.

DISCUSSION: Manager Rasmussen explained we went out for a request for qualifications for the airport engineers, as required by the FAA. A review panel reviewed the responses and ranked them. Armstrong was chosen.

Vote results:

Ayes: 5 / Nays: 0

17. SPRINGVILLE WEBSITE AWARD: GOVBUILT

Minutes:

ACTION: Motioned by Councilor Donald Scott, seconded by Councilor Douglas Henderson to award the RFQ for the website redesign, hosting, and maintenance to GovBuilt for an amount not to exceed \$10,000 for implementation and an amount not to exceed \$3,750 for annual hosting and support and authorize the Town Manager to negotiate a contract.

DISCUSSION: Manager Rasmussen explained we went out for an RFQ for the rebuild, maintenance, and hosting of our website. We had 20 responses. Of those we recommend GovBuilt. They have more municipal experience than private, can interface with our GIS, and create programs with built-in capacities similar to the former see click fix software.

Vote results:

Ayes: 5 / Nays: 0

18. RESOLUTION 2023-R007:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Douglas Henderson to adopt Resolution 2023-R007.

Vice-Mayor Davis read the Resolution out loud and into the record.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

19. DRUG AND ALOCHOL POLICY:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to adopt the proposed drug and alcohol policy.

DISCUSSION: Manager Rasmussen explained the current drug and alcohol policy for the Town is from 1993. The Town is in need of an update, especially since the passing of Proposition 207.

Vote results:

Ayes: 5 / Nays: 0

20. ETHICS POLICY UPDATE:

Minutes:

Vice-Mayor Richard Davis declared a conflict of interest and recused himself from this agenda item.

ACTION: Motioned by Councilor Douglas Henderson, seconded by Councilor Donald Scott to adopt the revised ethics policy for Elected/Appointed Councilmembers and Board/Commission Members.

DISCUSSION: Manager Rasmussen and Town Attorney Kavanagh explained that the ethics policy was recently reviewed. It was found that there is some language in it that needs to be addressed. Firstly, the policy references a Town Charter and personal rules, which we do not have. Secondly, the Springerville employee manual already addresses nepotism. He compared the ethics policy to the handbook, which did not line up. He read the employee manual regarding nepotism. There is no reason to repeat the language in the ethics policy to line up to the employee manual. When you do this you increase the chances of future updates not getting updated in both and having contradicting language again. We are proposing to delete the language in the ethics policy and have the employee manual be the policy for nepotism.

Vote results:

Ayes: 4 / Nays: 0

21. ADJOURNMENT:

Minutes:

Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to adjourn the meeting.

DISCUSSION: None **Vote results:** Ayes: 5 / Nays: 0

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

I hereby certify that the foregoing is a true and copy of the minutes of the Springerville Town Council in a Regular Meeting on _____. I further certify that the meeting was duly called and a quorum was present.

Dated this _____ day of _____, 2023

_____. Kelsi Miller, Town Clerk

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.



DRAFT

TOWN COUNCIL SPECIAL MEETING

Minutes

Tuesday, July 25, 2023 at 5:30 pm

**Springerville Town Council Chambers - 418 E. Main St. Springerville, AZ
85938**

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.

TOWN COUNCIL SPECIAL MEETING: 5:30 P.M.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:

Minutes:

Mayor Reidhead called the meeting to order at 5:30 p.m. and led the pledge of allegiance.

2. ROLL CALL:

Minutes:

Present: Shelly Reidhead, Mayor; Richard Davis, Vice-Mayor; Douglas Henderson, Councilor;

Donald Scott, Councilor; Florencio Lozoya, Councilor

Staff: Town Manager Tim Rasmussen, Town Clerk Kelsi Miller (telephonically)

NEW BUSINESS

3. PLANNING AND ZONING DIRECTOR:

Minutes:

ACTION: Motioned by Councilor Douglas Henderson, seconded by Councilor Donald Scott.

DISCUSSION: Manager Rasmussen explained that we advertised this position starting in March of 2023 in multiple places and sites including 6 times in the newspaper. We received ten resumes over the months. Once we finally felt we had enough qualified resumes to hold interviews we contacted candidates. Some candidates were no longer interested and some declined the interview. We conducted two interviews; Mr. Udall was unanimously chosen by the hiring panel for

the position.

Vote results:

Ayes: 5 / Nays: 0

4. ADJOURNMENT:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to adjourn.

DISCUSSION: None **Vote results:** Ayes: 5 / Nays: 0

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

I hereby certify that the foregoing is a true and copy of the minutes of the Springerville Town Council in a Special Meeting on _____. I further certify that the meeting was duly called and a quorum was present.

Dated this _____ day of _____, 2023

_____. Kelsi Miller, Town Clerk

Vote results:

Ayes: 5 / Nays: 0

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.



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

Council Meeting August 16, 2023

Check Register

07/11/23 thru 08/08/23 Accounts Payable Expenses	\$208,699.76
Pay Period End 07/15/23 & 07/29/23	\$204,841.78
Total Expensed Dollar Amount for Consent Agenda	\$413,541.54
Total Revenue Received 07/11/23 thru 08/08/23	\$183,171.81

Balances on all cash accounts as of August 08, 2023

Checking Account	\$6,959,706.47
LGIP Savings	\$3,677,218.02

Report Criteria:

Report type: GL detail

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
07/20/2023	100721	Aetna Life Insurance Company	July 2023 Premiums	891.01	01-000-2024
Total 100721:				891.01	
07/20/2023	100722	Albertsons / Safeway	Water/Coffee PO#11842	34.49	11-215-5030
07/20/2023	100722	Albertsons / Safeway	Water PO#11967	38.07	02-170-5030
07/20/2023	100722	Albertsons / Safeway	Coffee PO#11967	7.63	02-170-5059
Total 100722:				80.19	
07/20/2023	100723	Ascent Aviation Group, Inc.	Wing Points - July 2023	3.40	04-180-5027
Total 100723:				3.40	
07/20/2023	100724	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	39.00	01-160-5077
07/20/2023	100724	AZ Dept of Corrections	Inmate Labor - HURF	91.00	02-170-5077
07/20/2023	100724	AZ Dept of Corrections	Inmate Labor - Water	52.00	10-210-5077
07/20/2023	100724	AZ Dept of Corrections	Inmate Labor - Sewer	39.00	11-215-5077
07/20/2023	100724	AZ Dept of Corrections	Inmate Labor - Senior Center	39.00	22-270-5077
Total 100724:				260.00	
07/20/2023	100725	AZ Dept of Corrections(M)	Inmate Milage-Parks & Cemetery	21.16	01-160-5077
07/20/2023	100725	AZ Dept of Corrections(M)	Inmate MilageHURF	49.37	02-170-5077
07/20/2023	100725	AZ Dept of Corrections(M)	Inmate Milage-Water	28.21	10-210-5077
07/20/2023	100725	AZ Dept of Corrections(M)	Inmate Milage-Sewer	21.16	11-215-5077
07/20/2023	100725	AZ Dept of Corrections(M)	Inmate Milage-Senior Center	21.17	22-270-5077
Total 100725:				141.07	
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Admin	365.57	01-115-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Finance	182.79	01-120-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - P&Z	182.79	01-125-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Police	10,967.10	01-130-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Animal Control	913.93	01-135-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Bldg Maint	182.79	01-145-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Heritage Center	1,096.71	01-150-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Parks	365.57	01-160-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Shop	182.79	02-170-5053

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - HURF	7,494.16	02-170-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Airport	3,655.70	04-180-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Water	3,655.70	10-210-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - Sewer	3,655.70	11-215-5053
07/20/2023	100726	AZ Muni Risk Retention Pool	Quarter 2 2023 - SC Donations	3,655.70	16-240-5053
Total 100726:				36,557.00	
07/20/2023	100727	AZ Municipal Risk Retention Pool	Work Comp Payable Apr-June 2023	11,458.00	01-000-2015
Total 100727:				11,458.00	
07/20/2023	100728	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 100728:				461.54	
07/20/2023	100729	Car Quest	Battery X2	288.26	02-170-5024
07/20/2023	100729	Car Quest	Battery Dodge Ram #41	229.28	02-170-5024
07/20/2023	100729	Car Quest	Battery Dodge Ram #51	159.43	02-170-5024
Total 100729:				676.97	
07/20/2023	100730	Donald Scott Jr.	Mileage - Rual AZ Meeting Mileage	80.25	01-105-5017
Total 100730:				80.25	
07/20/2023	100731	Emily Muth	Contract Services - Admin	1,000.00	01-115-5014
Total 100731:				1,000.00	
07/20/2023	100732	Industrial Commission of Arizona	FY 2024 Firefighters Cancer Reim Fund Assess PO#12047	4,394.16	01-120-5027
Total 100732:				4,394.16	
07/20/2023	100733	Killum Pest Control	Pest Control - FD/AC/PD/TH	180.00	01-145-5062
07/20/2023	100733	Killum Pest Control	Pest Control - Airport	45.00	04-180-5062
07/20/2023	100733	Killum Pest Control	Pest Control - PW	45.00	02-170-5062
07/20/2023	100733	Killum Pest Control	Pest Control - WW	45.00	11-215-5062
07/20/2023	100733	Killum Pest Control	Pest Control - SC	45.00	16-240-5062
Total 100733:				360.00	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
07/20/2023	100734	Miller, Kelsi	Per diem- AMCA Election Conference	351.25	01-115-5017
Total 100734:				351.25	
07/20/2023	100735	Mohave Environmental Lab corp	Fecal Coliform 0623	140.00	11-215-5123
07/20/2023	100735	Mohave Environmental Lab corp	Microbiological, Water analysis colilert 0623	70.00	10-210-5123
Total 100735:				210.00	
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Police	571.21	01-130-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Animal Control	59.84	01-135-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity Building Maint	750.22	01-145-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	237.69	01-155-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	743.94	01-160-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - HURF	2,780.02	02-170-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Airport	962.70	04-180-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Water	5,887.18	10-210-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - Sewer	2,923.85	11-215-5021
07/20/2023	100736	Navopache Electric co-op Inc.	Electricity - ToE Senior Center	652.26	22-270-5021
Total 100736:				15,568.91	
07/20/2023	100737	Perkins Aggregates, Inc	Basalt Rock PO#11959	774.11	02-170-5080
Total 100737:				774.11	
07/20/2023	100738	RAGHT	July 2023 Premiums	5,964.38	01-000-2020
07/20/2023	100738	RAGHT	July 2023 Premiums	841.60	01-115-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	2,198.38	01-120-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	11,906.43	01-130-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	1,527.27	01-135-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	1,538.87	01-145-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	874.42	01-150-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	614.15	01-155-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	646.10	01-160-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	4,593.45	02-170-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	1,531.02	03-175-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	1,531.02	04-180-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	4,314.48	10-210-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	3,492.91	11-215-5004
07/20/2023	100738	RAGHT	July 2023 Premiums	830.35	55-430-5004

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100738:				42,404.83	
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Admin	34.49	01-115-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Police	1,257.10	01-130-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Animal Control	77.48	01-135-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Building Maint	91.94	01-145-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Mech Shop	236.93	01-155-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Parks	76.30	01-160-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Sewer	129.13	11-215-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - NACOG Transportaion (SC)	58.83	13-225-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - NACOG Home Del (SC)	58.83	15-235-5011
07/20/2023	100739	Rhinehart Oil Co. LLC	Mid Month 0723 - Springerville Transp (SC)	58.83	42-365-5011
Total 100739:				2,079.86	
07/20/2023	100740	Shamrock Foods Co	General Food PO#11989	787.05	19-255-5060
07/20/2023	100740	Shamrock Foods Co	General Non- Food PO#11989	306.70	15-235-5089
Total 100740:				1,093.75	
07/20/2023	100741	Sunstate Technology Group	7 added work stations Quote #005775	420.00	01-130-5036
Total 100741:				420.00	
07/20/2023	100742	The Rigg Law Firm PLLC	Prosecution Fees - June 2023	1,020.00	01-106-5068
Total 100742:				1,020.00	
07/20/2023	100743	Town of Eagar	Magistrate Office Supplies July 2023	25.33	01-110-5009
Total 100743:				25.33	
07/20/2023	100744	White Mountain Publishing LLC	6/2 RFQ Admin Assist PO#12056	100.80	01-115-5019
07/20/2023	100744	White Mountain Publishing LLC	6/13 RFQ Legal Service PO#12056	50.40	01-106-5019
07/20/2023	100744	White Mountain Publishing LLC	6/23 RFQ Website PO #12056	100.80	01-105-5019
07/20/2023	100744	White Mountain Publishing LLC	6/27 RFQ Website PO #12056	46.88	01-105-5019
07/20/2023	100744	White Mountain Publishing LLC	6/30 Budget PO#12056	755.97	01-120-5019
Total 100744:				1,054.85	
07/27/2023	100745	Aflac	July 2023 UY855	563.40	01-000-2024

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100745:				563.40	
07/27/2023	100746	AZ Dept of Corrections(M)	Inmate Milage-Parks & Cemetary	38.25	01-160-5077
07/27/2023	100746	AZ Dept of Corrections(M)	Inmate MilageHURF	89.25	02-170-5077
07/27/2023	100746	AZ Dept of Corrections(M)	Inmate Milage-Water	51.00	10-210-5077
07/27/2023	100746	AZ Dept of Corrections(M)	Inmate Milage-Sewer	38.25	11-215-5077
07/27/2023	100746	AZ Dept of Corrections(M)	Inmate Milage-Senior Center	38.25	22-270-5077
Total 100746:				255.00	
07/27/2023	100747	Brown & Brown Law Offices	Legal Water Adjudication June 2023	9,468.48	10-210-5033
Total 100747:				9,468.48	
07/27/2023	100748	Dana Kepner Company	3/4" Valve Repairs Water PO#11920	210.64	10-210-5129
07/27/2023	100748	Dana Kepner Company	3/4" Ford Ball Valve Repairs Water PO#11921	210.64	10-210-5129
07/27/2023	100748	Dana Kepner Company	3/4" Ford Ball Valve X8 PO#11757	842.54	10-210-5129
07/27/2023	100748	Dana Kepner Company	Coupling MIPT to PJ PO#11537	446.68	10-210-5129
Total 100748:				1,710.50	
07/27/2023	100749	Ferguson Prehung Doors, Inc.	Heritage Center Doors 1/2 Down PO#12070	4,147.45	01-150-5071
Total 100749:				4,147.45	
07/27/2023	100750	Frontier	Phone Services - Airport Card Reader	92.38	04-180-5016
Total 100750:				92.38	
07/27/2023	100751	Pitney Bowes Purchase Power	Postage July - Finance	67.33	01-120-5010
07/27/2023	100751	Pitney Bowes Purchase Power	Postage July - Police	2.99	01-130-5010
07/27/2023	100751	Pitney Bowes Purchase Power	Postage July - Airport	1.50	04-180-5010
07/27/2023	100751	Pitney Bowes Purchase Power	Postage July - Water	216.21	10-210-5010
07/27/2023	100751	Pitney Bowes Purchase Power	Postage July - Sewer	215.47	11-215-5010
Total 100751:				503.50	
07/27/2023	100752	Shamrock Foods Co	General Food PO#11992	664.84	19-255-5060
07/27/2023	100752	Shamrock Foods Co	General Non- Food PO#11992	101.91	15-235-5089

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100752:				766.75	
07/27/2023	100753	TOS Municipal Property	Fire Engine loan payment to USDA 1 Year	23,205.60	01-100-5988
Total 100753:				23,205.60	
07/27/2023	100754	James Coppedge	Hydrant Meter 2 Deposit Refund Coppedge	1,245.36	10-000-2038
Total 100754:				1,245.36	
07/27/2023	100755	Xerox Financial Services	Contract 020-0977404-001 Pymt	196.73	01-130-5019
07/27/2023	100755	Xerox Financial Services	Contract 020-0977404-001 6/30-7/29/23 Copies	94.15	01-130-5019
Total 100755:				290.88	
08/03/2023	100761	AZ State Treasurer	Magistrate Payable May 2023	534.28	01-000-2011
Total 100761:				534.28	
08/03/2023	100762	Albertsons / Safeway	General Food PO#11987	30.12	19-255-5060
08/03/2023	100762	Albertsons / Safeway	General Food PO#11987	8.56	19-255-5060
08/03/2023	100762	Albertsons / Safeway	General Food PO#11988	64.36	19-255-5060
08/03/2023	100762	Albertsons / Safeway	General Food PO#11993	66.56	19-255-5060
08/03/2023	100762	Albertsons / Safeway	General Food PO#11993	68.12	19-255-5060
08/03/2023	100762	Albertsons / Safeway	General Food PO#11994	118.77	19-255-5060
Total 100762:				356.49	
08/03/2023	100763	Apache Co Treasurer	June 2023 Docket Fees	.84	01-000-2011
08/03/2023	100763	Apache Co Treasurer	May 2023 Docket Fees	2.57	01-000-2011
Total 100763:				3.41	
08/03/2023	100764	Ascent Aviation Group, Inc.	Equipment Rental - Aug 2023	350.00	04-180-5023
Total 100764:				350.00	
08/03/2023	100765	AZ Dept of Public Safety	Fingerprint Clearance- Desiree Wilson SC Volunteer	65.00	16-240-5030
Total 100765:				65.00	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
08/03/2023	100766	AZ State Treasurer	Magistrate Payable June 2023	352.31	01-000-2011
Total 100766:				352.31	
08/03/2023	100767	Sean Wilson, M.D.	Medical Screening S. Bevington	190.00	01-130-5134
Total 100767:				190.00	
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - AC	28.20	01-135-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - Building Maint	151.61	01-145-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - Parks	54.20	01-160-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - HURF	44.00	02-170-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - Airport	55.20	04-180-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - water	44.00	10-210-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - Sewer	55.20	11-215-5018
08/03/2023	100768	Blue Hills Env Assn Inc.	August 2023 Services - Town of Eagar/SC	55.20	22-270-5018
Total 100768:				487.61	
08/03/2023	100769	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 100769:				461.54	
08/03/2023	100770	Concentra	Medical Exam Thomas Scruggs PO#12032	322.00	01-130-5134
Total 100770:				322.00	
08/03/2023	100771	D R Plumbing Heating & Cooling LLC	SC Condensor Fan , Svc Call PO#11979	915.00	16-240-5061
Total 100771:				915.00	
08/03/2023	100772	Dakota Pump Inc	Misc Sewer Repair Parts PO#11978	4,917.39	11-215-5061
Total 100772:				4,917.39	
08/03/2023	100773	Emily Muth	Contract Services - Admin	1,520.00	01-115-5014
08/03/2023	100773	Emily Muth	Contract Services - Admin	400.00	01-115-5014
Total 100773:				1,920.00	
08/03/2023	100774	FX Tactical, LLC	Ballistic Vest - Harrison PO#11482	1,048.56	01-130-5008

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100774:				1,048.56	
08/03/2023	100775	GreatAmerica Financial Svcs	Town Lanier lease principle 015-1446074-000	403.13	01-115-5093
08/03/2023	100775	GreatAmerica Financial Svcs	Town Lanier lease interest 015-1446074-000	36.70	01-115-5094
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - Admin	56.16	01-115-5019
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - Finance	28.08	01-120-5019
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - P&Z	56.16	01-125-5019
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - HC	9.35	01-150-5019
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - Water	18.71	10-210-5019
08/03/2023	100775	GreatAmerica Financial Svcs	Color Copies - Sewer	18.71	11-215-5019
08/03/2023	100775	GreatAmerica Financial Svcs	SC Lanier lease Principal 015-1449186-000	113.19	16-240-5093
08/03/2023	100775	GreatAmerica Financial Svcs	SC Lanier lease interest 015-1449186-000	10.30	16-240-5094
Total 100775:				750.49	
08/03/2023	100776	Heritage Consignment	2 of a kind & Bluebird of happiness	5.60	01-000-2006
08/03/2023	100776	Heritage Consignment	2 of a kind & Bluebird of happiness	5.60- V	01-000-2006
Total 100776:				.00	
08/03/2023	100777	Marc Zebell	Windmill PO#12100	68.25	01-000-2006
Total 100777:				68.25	
08/03/2023	100778	David, Verna	Silver Ball Necklace PO#12098	35.00	01-000-2006
Total 100778:				35.00	
08/03/2023	100779	Icon Solutions	Water Dist. Operator of Record- R. Whiting PO#12104	2,000.00	10-210-5012
Total 100779:				2,000.00	
08/03/2023	100780	iWorQ	Annual License % Support FY 23-24 PO#12076	3,328.00	01-125-5027
Total 100780:				3,328.00	
08/03/2023	100781	LegalShield	Prepaid Legal July 2023	39.55	01-000-2019
Total 100781:				39.55	
08/03/2023	100782	Mangum, Wall, Stoops and Warden, PLLC	Legal Town Attorney Fees July 2023	4,503.00	01-106-5138

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100782:				4,503.00	
08/03/2023	100783	Marcie Bafford	Reimb for Play Area Park signs	62.16	01-160-5047
Total 100783:				62.16	
08/03/2023	100784	Mohave Environmental Lab corp	Monitoring Well 07/11/23	305.00	10-210-5123
08/03/2023	100784	Mohave Environmental Lab corp	Effluent Outfall 07/11/23	175.00	11-215-5123
Total 100784:				480.00	
08/03/2023	100785	Napa Auto Parts	Battery/Pin Clip Sewer	125.09	11-215-5024
08/03/2023	100785	Napa Auto Parts	8MXT 50ft / Hose Fitting / Hyd Fluid	395.54	02-170-5024
08/03/2023	100785	Napa Auto Parts	Air Filter X2 Sewer	92.86	11-215-5024
08/03/2023	100785	Napa Auto Parts	Front Convent Casa	22.45	01-150-5024
08/03/2023	100785	Napa Auto Parts	SC Oil Filter / Window Wash	58.50	16-240-5024
08/03/2023	100785	Napa Auto Parts	PD Oil Filter / Oil	125.42	01-130-5024
08/03/2023	100785	Napa Auto Parts	Oil/Filter PD	54.54	01-130-5024
08/03/2023	100785	Napa Auto Parts	Rim Rust 5# Pail - PW Loader	39.11	11-215-5024
08/03/2023	100785	Napa Auto Parts	PD Battery / Core	175.64	01-130-5024
08/03/2023	100785	Napa Auto Parts	Forklift tank/ Fuel Hose / Clamp	202.33	10-210-5061
08/03/2023	100785	Napa Auto Parts	Forklift Air Cleaner / Stud Kit / Control	68.70	10-210-5061
08/03/2023	100785	Napa Auto Parts	Dina Battery / Core	219.28	11-215-5061
08/03/2023	100785	Napa Auto Parts	Loader Gauge	55.95	10-210-5061
08/03/2023	100785	Napa Auto Parts	PD Battery / Core	207.28	01-130-5024
08/03/2023	100785	Napa Auto Parts	PW Back Up Gen Battery / Core	265.09	10-210-5061
Total 100785:				2,107.78	
08/03/2023	100786	Navajo County	Real AZ Development Dues FY23-24 PO#12072	5,000.00	01-105-5025
Total 100786:				5,000.00	
08/03/2023	100787	NBA Bank Card Center	KM 7946 Safeway PO#12014	25.73	01-115-5030
08/03/2023	100787	NBA Bank Card Center	KM 7946 Zoom PO#12014	15.99	01-115-5027
08/03/2023	100787	NBA Bank Card Center	KM 7946 Indeed PO#12014	43.64	01-125-5019
08/03/2023	100787	NBA Bank Card Center	KM 7946 Western Drug PO#12014	49.33	01-115-5057
08/03/2023	100787	NBA Bank Card Center	RA 7895 Amazon PO#11990	43.27	15-235-5089
08/03/2023	100787	NBA Bank Card Center	RA 7895 Amazon PO#11990	104.73	15-235-5089
08/03/2023	100787	NBA Bank Card Center	RA 7895 Amazon PO#11990	31.60	15-235-5089
08/03/2023	100787	NBA Bank Card Center	RA 7895 Amazon PO#11990	17.74	15-235-5089

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
08/03/2023	100787	NBA Bank Card Center	RA 7895 Amazon PO#11990	128.39	15-235-5089
08/03/2023	100787	NBA Bank Card Center	MB 9874 Amazon PO#11953	27.69	01-150-5009
08/03/2023	100787	NBA Bank Card Center	MB 9874 Pet Waste Elim PO#11953	812.42	01-160-5047
08/03/2023	100787	NBA Bank Card Center	SC 8766 Dollar General PO#11942	17.46	10-210-5061
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11966	598.96	10-210-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11965	137.96	11-215-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11965	54.52	11-215-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11965	26.00	11-215-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11965	26.00	11-215-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11965	153.84	11-215-5978
08/03/2023	100787	NBA Bank Card Center	SC 8766 Amazon PO#11964	981.00	02-170-5978
08/03/2023	100787	NBA Bank Card Center	TM 0309 Western Drug PO#11774	23.99	01-125-5009
08/03/2023	100787	NBA Bank Card Center	PD2 8420 Arrowhead PO#11862	33.90	01-130-5978
08/03/2023	100787	NBA Bank Card Center	PD2 8420 Arrowhead PO#11862	414.32	01-130-5978
08/03/2023	100787	NBA Bank Card Center	DM 4105 Little America PO#11509	553.68	01-130-5017
08/03/2023	100787	NBA Bank Card Center	SK 0003 AZDA Weights & Measures PO#11886	60.00	04-180-5027
08/03/2023	100787	NBA Bank Card Center	Late fee	39.00	02-170-5978
Total 100787:				4,421.16	
08/03/2023	100788	Reidhead Bros Lumber Mill	Weinima Bridge Project 40 3X12X16 Boards PO#11977	1,728.00	02-170-5080
Total 100788:				1,728.00	
08/03/2023	100789	Shamrock Foods Co	General Food PO#11996	655.51	19-255-5060
08/03/2023	100789	Shamrock Foods Co	General Non- Food PO#11996	47.75	15-235-5089
Total 100789:				703.26	
08/03/2023	100790	Simpliverified	Background Check - T. Udall	63.00	01-125-5012
Total 100790:				63.00	
08/03/2023	100791	Springerville- Eagar Chamber	2nd Ann Buses By The Lake Donation PO#12106	750.00	05-185-5095
Total 100791:				750.00	
08/03/2023	100792	Springerville Automotive	Tire Repair - PD #105 PO#12033	20.00	01-130-5024
Total 100792:				20.00	
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Admin	64.80	01-115-5004

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Finance	53.05	01-120-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Police	673.64	01-130-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Animal Control	26.52	01-135-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Bldg Maint	19.64	01-145-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Heritage Ctr	29.98	01-150-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Mech Shop	9.80	01-155-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Parks	17.04	01-160-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - HURF	82.95	02-170-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Senior Center	32.40	03-175-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Water	84.00	10-210-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - Sewer	75.27	11-215-5004
08/03/2023	100793	Standard Insurance Co, RA	Premium Aug 2023 - UofA SNAP	22.95	55-430-5004
Total 100793:				1,192.04	
08/03/2023	100794	Town of Eagar	1/2 NPC Electric July 2023	112.14	01-115-5048
Total 100794:				112.14	
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - M&C	59.95	01-105-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Admin	35.97	01-115-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Finance	23.98	01-120-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - P&Z	11.99	01-125-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - police	177.92	01-130-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - AC	11.99	01-135-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Bldg Maint	11.99	01-145-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Heritage	35.97	01-150-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Parks	11.99	01-160-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - HURF	59.95	02-170-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - SC	47.96	03-175-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Airport	11.99	04-180-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Water	23.98	10-210-5027
08/03/2023	100795	Trusted Tech Team Inc	MS365 Lic AUG 2023 - Sewer	23.98	11-215-5027
Total 100795:				549.61	
08/03/2023	100796	United Rentals (North America), Inc	WIFA - NW Sewer - Walk Behind Roller PO#12069	3,552.74	11-215-5302
Total 100796:				3,552.74	
08/03/2023	100797	Valley Imaging Solutions	Senior Center Copy Overage July 2023	38.26	16-240-5019

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100797:				38.26	
08/03/2023	100798	Veritas Polygraphy & Investigations, LLC	Polygraph - Thomas Hank Scruggs Police Cadet PO#11864	300.00	01-130-5012
08/03/2023	100798	Veritas Polygraphy & Investigations, LLC	Polygraph - Tristan Howard PO#11864	300.00	01-130-5012
Total 100798:				600.00	
08/03/2023	100799	Verizon Wireless	July Statement - P&Z	91.52	01-125-5016
08/03/2023	100799	Verizon Wireless	July Statement - Police	349.07	01-130-5016
08/03/2023	100799	Verizon Wireless	July Statement - HURF	28.60	02-170-5016
08/03/2023	100799	Verizon Wireless	July Statement - Airport	51.51	04-180-5016
08/03/2023	100799	Verizon Wireless	July Statement - Water	82.97	10-210-5016
08/03/2023	100799	Verizon Wireless	July Statement - Sewer	57.21	11-215-5016
08/03/2023	100799	Verizon Wireless	July Statement - Springerville Transportation	51.51	42-365-5016
08/03/2023	100799	Verizon Wireless	July Statement - Blg Maint	25.76	01-145-5016
Total 100799:				738.15	
08/03/2023	100800	WRRMC	Medical Clearance- T. Travis	75.00	01-130-5134
08/03/2023	100800	WRRMC	Medical Clearance- K. Gossett	75.00	01-130-5134
Total 100800:				150.00	
08/03/2023	100801	Nations Best	Misc Sewer Repair Parts PO#11971	36.62	11-215-5129
08/03/2023	100801	Nations Best	9" 8T Carb Metal Recip PO#11971	19.08	02-170-5062
08/03/2023	100801	Nations Best	Misc Sewer Repair Parts PO#11971	50.04	11-215-5129
08/03/2023	100801	Nations Best	Misc Sewer Repair Parts PO#11971	47.16	11-215-5129
08/03/2023	100801	Nations Best	Misc Sewer Repair Parts PO#11971	45.91	11-215-5129
08/03/2023	100801	Nations Best	CREDIT Misc Sewer Repair Parts PO#11971	36.61-	11-215-5129
Total 100801:				162.20	
08/03/2023	100802	Carol Sietten	2 of a kind & Bluebird of happiness	5.60	01-000-2006
Total 100802:				5.60	
Grand Totals:				208,699.76	

Summary by General Ledger Account Number

ETHICS POLICY FOR ELECTED/APPOINTED COUNCIL MEMBERS AND BOARD/COMMISSION MEMBERS



Adopted by the Springerville Town Council March 9, 2022

I. Town of Springerville Ethics Policy

IT IS THE POLICY of the Town of Springerville to uphold, promote, and demand the highest standards of ethics from all of its officials, whether elected/appointed to Town Council or to advisory bodies.

Accordingly, all members of Town boards, commissions, committees and the Town Council (“Officials Officials”) shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their Town position or powers improperly or for personal gain.

The Town of Springerville and its Officials members all share a commitment to ethical conduct in service to their community. This Code of Ethics has been created to ensure that all elected and appointed officials and advisory board members have clear guidance for carrying out their responsibilities.

II. Applicable Laws and Policies

A. General Character

Officials are often called upon to make decisions that affect various groups and individuals adversely. Balancing diverse constituent interests is a difficult task. While someone will always be disappointed in decisions, officials shall adhere to ethical standards that eliminate disappointment borne of dishonesty, conflicts of interest, unfairness or illegality. Preservation of public trust is critical for the preservation of democracy.

A certain amount of detail is required in any code of ethics so that it serves as a clear guide. However, at the core of ethical behavior are some basic standards that officials shall use to reach a level of conduct that strives to be beyond reproach. Treating others as you would have them treat you is always a good ethical test. Another standard is to reflect on how your actions or decisions might be viewed by persons you or the public holds in high regard because of their ethical integrity.

1. Honesty and Integrity.

Honesty and integrity shall be the primary values in all issues. The public trust in the Town Council and citizen boards can be a reality only when public officials are truthful.

2. Fairness and Respect.

All issues and citizens shall be handled with fairness, impartiality and respect. Officials have an obligation to treat all citizens fairly, such as by dividing time reasonably among potential speakers on an issue at a public hearing or meeting. In reviewing, discussing and deciding issues, Officials have an obligation to be accessible, open and direct, not only with the other members of the public body, but also to the citizens and business representatives who appear before them. The public is entitled to communicate with their public servants and understand the position of the public body on public issues.

3. Effort.

Officials have an obligation to attend meetings and to be prepared. It is expected that these officials will review the materials, participate in discussions and make an informed decision on the merits of the issue.

B. Conflict of Interest

Officials must be constantly on guard against conflicts of interest. In short, Officials shall not be involved in any activity which conflicts with their responsibilities to the Town and its residents. The people of Springerville have a right to expect independence and fairness toward all groups without favoring individuals or personal interests.

1. Self-Dealing and Financial Disclosure

Arizona conflict-of-interest laws apply to all Officials, who must be consistently aware of any potential issues which may appear to be self-dealing. Officials must not be involved in discussing or deciding any issue over which they have jurisdiction as a Council or board member which may impact the member, or the member's family, financially.

It should also be noted that Councilmembers must comply annually with the Financial Disclosure Act, as outlined in A.R.S. §§ 38-541-545.

2. Disclosure of and Policy on Acceptance of Gifts and Favors

Arizona law prohibits Officials from receiving anything of value or any compensation other than their normal salary for any service rendered in connection with that person's duties with the Town. A.R.S. § 38-505(A).

Officials must consider ethical principles before accepting personal gifts of entertainment and sports/athletic activities.

Within two business days of receipt of the following gifts or favors in Springerville, or within two business days of returning to Springerville after receipt of a gift of favor while traveling outside of Springerville, Officials shall disclose in writing to the Town Clerk all gifts, benefits, or favors received from people with a financial interest in business before the Town, or which may come before the Town, that:

- relate to professional or collegiate sports, athletic, or entertainment activities or tickets, or
- have a face value of \$50 or more, amount subject to periodic review.

Under no circumstances shall a council or board member accept a gift or favor that is a bribe, or reflects, to a reasonable person, an effort to improperly influence the member contrary to that member's responsibility to the public to act impartially and on the merits of a matter.

When in doubt about these requirements, Officials shall disclose the gift, benefit or favor. All disclosures will be kept for public record by the Town Clerk.

In summary, you can follow this checklist:

- Does the gift or favor come from someone with business before the Town or which may come before the Town?
- And does the gift or favor exceed \$50 dollars in value, or consist of the type of sports or entertainment tickets described above?
- And did you accept the gift or favor for yourself or another?

If you answer "yes" to all these questions, then the gift or favor has to be reported to the Town Clerk.

If you answer "no" to any of these questions, then the gift or favor does not have to be reported to the Town Clerk unless it represents a bribe or other improper influence as described above.

Gifts having a value greater than \$50 that are donated to the Town or a bona fide charity also do not need to be reported.

This section does not apply to gifts exceeding \$50 in value and intended for the Town rather than as a personal gift to a Councilmember or board member. These items are Town of Springerville property. Officials who receive a gift on behalf of the Town exceeding \$50 in value shall promptly turn the gift over to the Town Manager for public display or other appropriate handling.

3. Loyalty

Officials have an obligation to put the interests of the Town of Springerville over all personal considerations. Their goal should be "what is in the best interest for the broadest public good of the Town of Springerville, consistent with constitutional and other legal protections for minority, property, and other interests."

C. Legal Compliance

1. Meetings

Public Access: Open Meetings and Public Records

Discussion of issues which may appear before the Council or citizen board shall be prohibited when a situation arises where a quorum of the Council or board exists. Numerous Arizona and Town laws require that meetings of public bodies be open to the public and that public records be available for

inspection. Open Meeting Laws are found in A.R.S. §§ 38-431 through 431.09 and in the Town Code Section 2.04.100, and Public Records Laws are found in A.R.S. §§ 39-121 through 121.03.

2. Attendance

a. Mayor and Town Council

A quorum of councilmembers may discipline another councilmember if he or she misses three (3) consecutive and duly noticed meetings of the Town Council without good cause. Duly noticed meetings of the Town Council include regular council meetings, special council meetings, study sessions, policy sessions, executive sessions, budget review meetings, and council committee meetings to which a councilmember is assigned.

b. Boards, Commissions and Committees

If a member fails to attend three (3) consecutive and duly noticed meetings of Town Boards, Commissions and Committees without being excused for good cause, the Town Council may declare the seat vacant and appoint a replacement.

Members of Town boards, commissions and committees are expected to attend all regularly scheduled meetings and should make every effort to do so. The Town Council appoints members for their experience, background and perspective in a particular policy area, and desires the benefit of knowledgeable consideration and judgment. Moreover, boards, commissions and committees cannot conduct any business unless a quorum is present. Members should notify the chairperson of the board or the staff liaison regarding any meeting missed or to be missed.

3. Disclosure of Confidential Information

Arizona law provides that, during a person's employment or service with the Town and for two years thereafter, no member of a Town board, commission, committee or the Town Council may disclose or use confidential information without appropriate authorization. The information is outlined A.R.S. § 38-504(B). For example, confidential information includes discussions during executive sessions and certain economic development information such as prospect leads.

4. Discrimination and Harassment

Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes, such as racial and religious groups, outlined in federal, state, and Town laws and ordinances.

It is the policy of the Town of Springerville that its Officials members conduct business and operate in a manner that is free from illegal discrimination on the basis of age, sex, color, race,

disability, national origin, or religious persuasion, both internally and in the relationships of the Officials members with their constituencies.

In addition, it is the policy of the Town of Springerville that the Officials strive to constituencies. In addition, it is the policy of the Town of Springerville that the Officials strive to create an operating environment internally and in the relationships of the Officials with their constituencies, that is productive and free from intimidation, hostility or other adversity. Harassment of any sort – verbal, physical, visual – including intentional and unwarranted actions that would constitute sexual harassment were they to occur in an employment relationship, by any Official, is prohibited and is considered a violation of this Code of Ethics.

E. Facilities, Resources, and Expenses

1. Expense Reports and Travel

When traveling on Town business, Officials members shall conduct themselves professionally as representatives of the Town of Springerville. Officials are entitled to be reimbursed for actual and necessary expenses during travel. Expenses must be documented completely and accurately. Officials are asked to contact the appropriate Town staff for assistance in travel plans and expense reports.

2. Use of Equipment and Facilities

Officials shall not use Town equipment or Town facilities for private purposes, except to the extent that they are available to the public.

a. Software Management.

Officials members shall not make, use, accept or install illegal copies of computer software, documentation, or templates. The Town conducts periodic audits to ensure compliance with Town policies on software installed on Town-owned computers.

The legality of software is ideally established by possession or accountability of the following five items: the original software diskettes, the license, the original manuals, documented evidence of purchase, or copy of the completed product registration.

b. Electronic Mail.

Town-assigned electronic mail accounts shall be used only for Town business or for minor personal use in a way that does not interfere with Town business. Town-assigned electronic mail accounts may not be used for personal business or for any campaign purpose.

All Town-assigned electronic mail is considered official Town business and must be retained in accordance with the Town's records management program. In general, electronic mail communications are public records and subject to disclosure under the public records law in A.R.S. § 39-101 et. seq.

4. Use of Staff

Under the council-manager form of government, the Town Council appoints a Town Manager, who directs the day-today operations of all employees. Councilmembers need to be sensitive to the role of the Town Manager and Town staff. Councilmembers shall work through the Town Manager or the Town Manager's staff.

Councilmembers may ask other staff members about the status of a matter and may ask for information, but Councilmembers shall not expressly or implicitly give orders or direction to staff, except through their participation on the Town Council. They shall not try privately to influence the decisions or recommendations of staff members, but they may share information with staff. Council and board members shall not intervene directly with staff on behalf of a particular constituent or organization on a pending matter, but shall participate with council or board colleagues in discussing and deciding policy matters for staff to carry out.

Appointed board members shall work through the staff liaisons of their board.

III: Procedures

A. Where to Seek Advice

Questions about this Code, a conflict of interest, or other ethical problems should be presented to the Town Attorney's Office. If time permits, requests should be in writing to the Town Attorney directly. Requests related to conflicts of interest, A.R.S. §38-507 must be kept confidential. However, official opinions of the Town Attorney are required by this law to become a public record.

B. What to Do if You Are Uncertain

The existence of an ethical issue often does not arise until a meeting is underway. Rather than risk an inadvertent violation of law, the safest course of action is simply to declare that a conflict may exist that prevents an elected official or advisory board member from participating. Indeed, if there is a consistent theme to this handbook, it would be: "If in doubt, don't."

C. How to Declare a Possible Conflict

If an official believes that a conflict of interest (or even a possible conflict) exists, then he or she should disclose the fact as soon as possible. For example, as soon as an Official realizes that a conflict exists on a given matter, they must disclose the conflicting interest on the record for the minutes. From that point on, the Official shall not participate in any manner (by discussing, questioning or voting) in that matter.

Declaring a conflict and not participating should be recognized as a necessary part of preserving public trust and should not be avoided simply because of delays or inconvenience. Indeed, officials should declare possible conflicts to avoid any appearance of impropriety.

D. Where to Report Improper Behavior

Officials have a duty to create the image and reality of a responsive, accessible, and fair Town government. Accordingly, Officials have a duty to report if another Official is violating laws or ethics relating to Town government, as set forth in this code and handbook. Moreover, officials shall never attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any person with the intent of interfering with that person's duty to disclose such improper activity.

If an official believes that someone else may have violated this Handbook, they may consult with the Town Attorney's Office, the Town Clerk, or their colleagues.

IV: Penalties and Sanctions

It is the intent of the Town Council to educate, and where necessary, discipline board or councilmembers who violate this Code and Handbook. Discipline shall be progressive, from the least punitive to the most punitive measures, unless the Council believes progressive discipline does not provide the appropriate sanction because of the gravity of the offense, or because the Council does not believe the sanction would deter future misconduct. In all instances, the totality of the circumstances shall be taken into consideration in resolving a matter, including the intent of the one accused of wrongdoing. This Code does not prevent informal resolution of minor infractions, such as by immediate corrective action of the possible misconduct.

V: Adoption and Amendment

Adoption of and amendments to this Ethics Code and Handbook shall require the affirmative vote of at least a two third's majority of the full Town Council — that is, four (4) votes. Adoption and amendment shall occur through passage of a resolution by the Town Council.

RESOLUTION 2023-R003

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN
of SPRINGERVILLE, ARIZONA, AMENDING THE TOWN OF
SPRINGERVILLE ETHICS POLICY FOR ELECTED / APPOINTED
COUNCILMEMBERS AND BOARD / COMMISSION MEMBERS**

WHEREAS, the Town of Springerville Council will uphold, promote, and demand the highest standards of ethics from all of its officials, whether elected or appointed to the Town Council or its advisory bodies;

WHEREAS, the Town of Springerville researched and developed a policy that is in line with municipal practices across the State of Arizona;

WHEREAS, it is in the best interest of the Town to update the Ethics Policy from time to time.

WHEREAS, the Town of Springerville presents a policy to ensure commitment to ethical conduct in service to their community and create clear guidance for carrying out their responsibilities to meet the Town's objectives.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Springerville hereby amends the attached Town of Springerville Ethics Policy for Elected / Appointed council Members and Board / Commission Members.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Springerville, this ____ day of _____, 2023.

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

APPROVED AS TO FORM:

Mangum Wall Stoops & Warden PLLC
Town Attorney

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 08/16/2023
SUBJECT: RESOLUTION 2023-R008

SUGGESTED MOTIONS:

I motion to approve Resolution 2023-R008 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, DESIGNATING THE SPRINGERVILLE – EAGAR REGIONAL 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 TOWN MANAGER TO EXECUTE A DMO AFFIDAVIT ON BEHALF OF THE TOWN OF SPRINGERVILLE .

OR I motion to not approve.

OR I motion to table this item.

STAFF REPORT

Council,

In 2021 the Chamber of Commerce requested the Town officially designate them as our destination marketing organization. They approved and renewed this designation last year. The Chamber is requesting we renew it again for fiscal year 23/24.

RESOLUTION NO. 2023-R008

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, DESIGNATING THE SPRINGERVILLE – EAGAR REGIONAL 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 TOWN MANAGER TO EXECUTE A DMO AFFIDAVIT ON BEHALF OF THE TOWN OF SPRINGERVILLE

WHEREAS, the Arizona Office of Tourism (AOT) recognizes only one DMO per established community and requires that a DMO must be recognized by Entity leadership through official action for the purpose of coordinating tourism promotion with AOT; and

WHEREAS, such official action must also designate a representative who is authorized by the official action to execute the DMO Affidavit on behalf of the entity, and

WHEREAS, the Springerville-Eagar Chamber of Commerce is the unit responsible for the promotion and marketing of the Town as a tourism destination on a year-round basis, having a dedicated tourism marketing budget and a website and social media presence;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Springerville, Arizona, that the Springerville-Eagar Chamber of Commerce is designated as the official Destination Marketing Organization for the Town of Springerville;

BE IT RESOLVED that the Town Manager is hereby designated and authorized to execute on behalf of the Town of Springerville a DMO Affidavit and other documentation necessary to maintain the designation.

PASSED AND ADOPTED by the Mayor and Council of the Town of Springerville, Arizona, this 16th day of August 2023.

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

APPROVED AS TO FORM:

Mangum Wall Stoops & Warden PLLC
Town Attorney

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution No. 2023-R008 was duly passed and adopted by the Town Council of the Town of Springerville, Arizona, at a regular meeting held on August 16, 2023, and that a quorum was present at the meeting.

Kelsi Miller, Town Clerk

**TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds**

Please be as specific as possible when completing this form.

DATE(S) OF EVENT: 10/7/23 DATE OF APPLICATION: 8/19/23

AMOUNT OF FUNDING REQUESTED: 750⁰⁰ DATE FUNDING REQUIRED: ASAP

EVENT:	
Name of Event, Group or Promotion:	<u>Fall Fest</u>
Make Check Payable to:	<u>Town of Springerville</u>
Mailing Address:	<u>418 E Main St</u> <u>Springerville AZ 85938</u>
Tax Identification Number: (Please complete and return attached W-9)	<u>86-6000796</u>

CONTACT INFORMATION:	
Name of Contact:	<u>Marcie Bafford</u>
Mailing Address:	_____
Telephone Numbers:	Regular: <u>333-2656</u> Cell: _____
Alternate Contact & Phone Number:	<u>x230</u>

All applications must be turned in to the Town of Springerville six weeks before the date of the event.

Application will be reviewed by the Tourism Tax Committee. The tourism tax committee can only approve amounts up to \$750.00. If approved, the application will be forwarded to the Town Council with a recommendation for funding. A final decision on funding will be made by Council. Council meetings are held the third Wednesdays of each month. YOU MUST BE PRESENT AT COUNCIL MEETING TO BE CONSIDERED FOR FUNDING. Please contact Town Hall to verify meeting dates 333-2656

RESERVED FOR COMMITTEE/TOWN USE

1. Is this request already considered in the current year town budget? _____
2. Does this request fall into the guidelines of tourism and economic development? _____
3. Is there sufficient money in the fund to cover this request? _____

SPRINGERVILLE TOURISM TAX COMMITTEE	SPRINGERVILLE TOWN COUNCIL
By majority vote, this request has been	By majority vote, this request has been
Approved: _____	Approved: _____
Denied: _____	Denied: _____
Amount: _____	Amount: _____
Date: _____	Date: _____
Chair/Vice-Chairperson: _____	Mayor/Vice-Mayor: _____

TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds
Page 2

Please attach any available flyers, posters, etc.

1. Is the total amount needed being requested from the Town of Springerville? Yes ___ No
If the answer to question #1 is no, what percentage of the total cost is the Town being asked to fund?

2. What is the money to be used for?
straw bales, decorations for straw bales, pumpkins for pumpkin drawing contest (30 straw bales & 50 pumpkins)
3. How will the residents of Springerville benefit from this event?
Unity of community: residents getting to know their neighbors in a fun & friendly environment
4. What economic benefit will be gained by the Town of Springerville?
Tax dollars from food trucks
5. What other efforts have been utilized to raise funds for this event?

6. Estimated number of people attending per day? 200+
7. Special Requirements (Liquor, Security, Set-up, etc)?
power on parking lot poles for food trucks, picnic tables from other parks for eating
8. Insurance Requirements? None ___ Other
If other, please explain

9. Will any monies be raised concessions, advertising, dances, meals, etc? ___ Yes No
If yes, please describe and list estimated revenues.

10. If this is an existing event please provide a history of the event including attendance, financial, any other pertinent information.
Last years event had a great turnout. The 2 food trucks ran out of product so we are scheduling more trucks this year. The Town also purchased an inflatable obstacle course for this year's event.
11. What will the profits from the event be used for (scholarships, event promotions, etc.)?
N/A

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: 08/16/2023
SUBJECT: Ratification of Easement

SUGGESTED MOTIONS:

I motion to ratify and approve the perpetual easement for public utilities as presented.

OR I move we do not approve.

OR I move we table this item.

STAFF REPORT

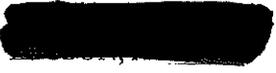
A few months ago a galvanized water main started leaking under US 60. The line was extremely old. The idea of abandoning the galvanized line was discussed to alleviate tearing up US 60 or having any future repairs on an old galvanized water line. New lines were installed to feed the services. Utility easements were obtained to run new town mains to the services. This is one of them.

When recorded, return to:

Town of Springerville
An Arizona Municipal Corporation
418 E. Main St.
Springerville, AZ 85938

KNOW ALL MEN BY THESE PRESENTS

That CRYSTAL BLUE INVESTMENTS LLC



Hereinafter Grantor(s), in consideration of the sum of \$10 and other valuable consideration, does hereby grant and convey to the Town of Springerville, an Arizona municipal corporation, and its successors or assigns, hereinafter Grantee, a perpetual Easement for public utilities, and all incidents appurtenant thereto over that certain real property situated in Apache County, Arizona, more fully described as:

THE MOST NORTHERLY 10 FEET RUNNING ALONG AND ADJACENT TO THE SOUTHERY RIGHT OF WAY EXTENTS OF U.S. HIGHWAY 60 (F 026-2(57)A WITHIN THAT PARCEL DESCRIBED IN DOCUMENT #2021-009811, RECORDS OF APACHE COUNTY.
Apache County Parcel No. 105-21-106C

TO HAVE AND HOLD THIS Easement forever and in perpetuity, together with the rights incidental to the location, construction, operation, maintenance and improvements of town public utilities. The Town of Springerville, its successors or assigns shall have the sole responsibility for maintaining this Easement property.

Dated this 31ST day of JULY, 2023

Grantor

THE TOWN OF SPRINGERVILLE ACCEPTS the foregoing grant and Easement and its terms and conditions.

IN WITNESS WHEREOF, this instrument is executed this 1st day of Aug., 2023

Mayor Town of Springerville

8-1-23
Date

Town Clerk, Town of Springerville

8/1/23
Date

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: August 8, 2023
SUBJECT: Town of Springerville Lease Renewal

SUGGESTED MOTION:

I move we renew the lease with the Community Presbyterian Church for a period of 10 years, expiring September 30th, 2033, with the right to renew for a period of ten (10) years.

OR

I move we **do not** renew the lease with the Community Presbyterian Church for a period of 10 years, expiring September 30th, 2033, with the right to renew for a period of ten (10) years.

STAFF REPORT

This lease renewal is for Becker Park, located to the east of the Post Office.

TOWN OF SPRINGERVILLE LEASE RENEWAL	LEASE RENEWAL NO. 002
	
Subject Real Property Lease: Lot 6, Survey of City Block, Town of Springerville, according to Book 3 of maps, page 47, records or Apache County, Arizona	

THIS RENEWAL is made and entered into between **TOWN OF SPRINGERVILLE**

whose address is: **418 EAST MAIN, SPRINGERVILLE, AZ 85938**

hereinafter called the Town, and the **COMMUNITY PRESBYTERIAN CHURCH**, hereinafter called the Church:

WHEREAS, the parties desire to renew the Lease in Exhibit A, dated September 28, 1988, with an original expiration of September 30, 2013, and which was extended once already to now expire on September 30, 2023;

WHEREAS, such extension is to be done in writing and signed by the parties.

NOW THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree that

1. The Lease is renewed, effective upon execution by the Town and Church and delivery, for a period of ten (10) years, now to expire on September 30, 2033; and
2. The Town of Springerville retains one (1) additional right to renew for a period of ten (10) years according to the terms of the Lease.

All other terms and conditions of the Lease and First Lease Extension shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE TOWN:

Signature: _____
Name: _____
Title: _____
Date: _____

FOR THE GOVERNMENT:

Signature: _____
Name: _____
Title: _____
Date: _____

WITNESSED FOR THE TOWN BY:

Signature: _____
Name: _____

WITNESSED FOR THE CHURCH BY:

Signature: _____
Name: _____

Exhibit A

Attachments

- Original Lease
- First Lease Amendment

LEASE

This Lease made this 28th day of Sept., 1988,
between, COMMUNITY PRESBYTERIAN CHUCH, hereinafter referred to as
Church, and TOWN OF SPRINGERVILLE, hereinafter referred to as
Town.

Witnesseth; In consideration of the promises,
covenants, and agreement herein entered into between the parties,
the parties hereto do agree to and with each other as follows:

1.

Church does hereby rent and lease unto Town that certain
premises described as follows:

(insert legal description)

which is hereinafter referred to as "Premises", for the term
identified in this lease. This lease shall begin on the

1st day of October, 1988, and continue for twenty-five
(25) years thereafter unless sooner terminated. Possession hereof
shall be given simultaneously with the execution of this lease.

The parties shall, by mutual agreement, have the right to
renew this lease agreement for three additional periods of (10)
years each, provided they:

1. Have kept all of the terms and conditions of this
lease agreement, and,

2. Shall notify each other in writing on or before six
(6) months prior to the expiration date of the lease period, and
agrees to sign a new lease upon the same terms and conditions as
contained in this lease, except as to the duration dates and the
exclusion of any further option to renew.

In consideration of the foregoing rental, Town and Church agree:

- a. Town shall pay all utilities including, by way of illustration, but not by way of limitation, gas, propane electric and telephone, assessed against said premises during the term of this lease or any renewal.
- b. Church shall pay all real property taxes applicable to the premises. As used herein, the term "real property tax" shall include any form of assessment, license, fee, rent tax, levy, penalty, or tax (other than inheritance or estate tax) imposed by any authority having the direct or indirect power to tax, including any city, county, state, or federal government, or any school, agricultural, lighting, drainage, or other improvement district thereof, as against any legal or equitable interest of Church in the premises or in the real property of which the premises are a part.
- c. Town shall pay all sewer and water charges for the premises.
- d. Town shall procure or otherwise maintain and pay any insurance premiums insuring against and saving harmless Church and Town, as their respective interests may appear, from all liability arising from any injury or damage sustained by any person, or the property of any person, by reason of any use of said premises, which insurance shall be carried by companies of adequate

financial responsibility, satisfactory to Church, and which insurance shall be in such form that the limit of liability thereunder, for all injury and damage, in the case of injury and damage to one person in one accident shall be \$_____, and the limit of liability in the case of injury and damage to two or more persons, in one accident shall be \$_____, and the limit of liability in the case of injury to property or property damage, direct or consequential, shall be \$_____.

- e. Town agrees to deliver to Church prior to commencement of the term hereof, a certificate evidencing the existence of the insurance referred to hereinabove, together with proof of payment of the premiums therefor, and to deliver renewal certificates from time to time as

renewal shall occur. If Town shall omit to to deliver such certificates evidencing the existence of such coverage or any renewal thereof, at the commencement of the term hereof, or at least ten (10) days prior to the expiration date of the existing policies, as the case may be, Church may obtain such insurance coverage, pay the premiums therefor, and charge the Town the amount of the cost thereof, including interest thereon.

3.

This lease is made upon the following covenants and conditions, each of which the respective parties hereto agree to

observe and perform, under penalty of forfeiture and damages:

- a. Town shall make arrangements to have existing building removed, site cleared, and developed into a paved parking and mini-park area(s).
 - b. Town shall safeguard and develop as part of any mini-park area(s) the existing hand-dug well. To be developed into a "safe" historical attraction.
 - c. Parking and mini-park area development plan to be agreed too by Church and Town before construction begins. Subsequent changes or additions to the premises shall be by mutual agreement between the parties.
 - d. Town shall, at Town's costs, keep the premises in good, safe and proper repair, and in tenantable condition during the term hereof.
 - e. Town shall be responsible for all maintenance and repairs to the premises.
-
- f. Town shall maintain all parking and park areas, and keep them free of all litter, trash, and garbage.
 - g. Town and Church shall agree upon a joint sign that identifies area as former site of Apache Chief Hotel and that park and parking areas were made possible by agreement between Town of Springerville and the Community Presbyterian Church.
 - h. Church may reserve parking area(s) for funerals, church services, etc., with appropriate notice to Town.

4.

The Town hereby covenants with the Church that it will pay to the Church an annual rental of \$1.00, payable in advance on the 1st day of September of each and every year. The first years rent, in the sum of \$1.00 shall be paid in advance upon the execution of the lease, receipt of which is herewith acknowledged with the signing of this lease.

5.

a. It is covenanted and agreed that no waiver of a breach of any of the covenants of this lease contained shall be construed to be a waiver of any succeeding breach of the same covenant.

b. Time is of the essence in every particular, and particularly where the obligation to pay money is involved.

c. It is further understood and agreed that no modification, release, discharge, or waiver of any provisions hereof, shall be of any force, value or effect unless in writing, signed by the parties, or their duly authorized agents.

d. All covenants, promises, conditions, and obligations herein contained, or implied by law, are covenants running with the land and shall be attached to and binding upon the heirs, executors, administrators, successors, legal representatives, and assigns, of each of the parties to this lease.

e. It is mutually stipulated and agreed by and between the parties hereto that this instrument contains the whole agreement between them as of this date, and that the execution thereof has not been induced by either party by any representations, promises

or understandings not expressed herein, and that there are no collateral agreements, stipulations, promises or undertakings whatsoever upon the respective parties in any way touching the subject matter of this contract which are not expressly contained in this instrument.

In witness whereof, the Church herein has hereunto affixed their hand and seal, and the Town herein has caused these presents to be signed and executed in its name at Springerville, Arizona, Apache County, this 28th day of Sept., 1988.

Signed, sealed and delivered

Dorothy P. Hauer, Pres.
Community Presbyterian Church

Steve West
Town of Springerville

LEASE AMENDMENT

NUMBER ONE (1)

TOWN OF SPRINGERVILLE
AND
COMMUNITY PRESBYTERIAN CHURCH

As authorized by section 3 (e) of the above lease the parties hereby mutually agree to the following additional provision which shall be numbered (3) i.

- i. The parties agree to provide a proper space for the statue of the Madonna, in the front part of the park area, should it become necessary to move the statue during the life of this lease or any renewal.

In witness whereof, the Church herein has hereunto affixed their hand and seal, and the Town herein has caused these presents to be signed and executed in its name at Springerville, Arizona, Apache County, this 29th day of September, 1988.

Signed, sealed and delivered

Dorothy P. Harris, Pres.
Community Presbyterian Church

Steve West
Town of Springerville

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Robin Aguero
DATE: August 16, 2023
SUBJECT: Title VI Plan Approval

SUGGESTED MOTION:

I move to approve the Title VI plan for the ADOT 5310 grant requirements.

OR

I move to table this item.

STAFF REPORT

Title VI Plan Cover Page

TOWN OF SPRINGVILLE COMMUNITY SERVICES 2024

Title VI Contact: Robin R Agüero
Title VI Contact Phone: 928-333-2516
Title VI Contact Email: raguero@springvilleaz.gov
Address: 356 S. Papago St., Springville, AZ 85938
Web Address: www.Springvilleaz.gov
Para Información en Español: Robin R Agüero, 928-333-2516

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The Town of Springerville, Round Valley Community Services & Senior Center, provides transportation services for senior citizens (age 60 and above) as well as for disabled individuals who reside within the town limits of Springerville and Eagar. Transportation within the local community is provided Monday through Friday from 8:00 am – 5:00 pm and from Springerville to Show Low, AZ on Fridays.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) _____

Type of Funding Requests? (Check all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) _____

Is your agency receiving direct funds from FTA?

- If yes, please attach a copy of your FTA letter of approval of Title VI Plan.
- No

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA Round Valley Community Services & Senior Center

Round Valley Community Services & Senior Center operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Round Valley Community Services & Senior Center**

For more information on the **Round Valley Community Services & Senior Center's** civil rights program, and the procedures to file a complaint, contact **Robin Aguero, 928-333-2516; email: raguero@springervilleaz.gov**; or visit our administrative office at **356 S. Papago St., Springerville, AZ 85938**. For more information, visit **www. Springervilleaz.gov**.

Complaints may be filed directly with the Arizona Department of Transportation (**ADOT**) **Civil Rights Office**. ATTN: Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 or with the Federal Transit Administration (**FTA**). ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact **TYPE ALTERNATE LANGUAGE PHONE NUMBER HERE**. *Para información en Español llame: **Robin R Aguero, 928-333-2516**

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA Round Valley Community Services & Senior Center

Round Valley Community Services & Senior Center (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de **Round Valley Community Services & Senior Center**, y los procedimientos para presentar una queja, contacte **Robin Aguero 928-333-2516**, (TTY); o visite nuestra oficina administrativa en **356 S. Papago St., Springerville, AZ 85938**. Para obtener más información, visite **www.Springervilleaz.gov**

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (**ADOT**). Atención: Title VI Program Manager, 206 S. 17th Ave MD 155A Phoenix AZ, 85007 o con la Administración Federal de Transporte (**FTA**). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: **356 S. Papago St. Springerville, AZ 85938** and at **www.springervilleaz.gov/communityservices**

This notice is posted online at **www.Springervilleaz.gov**

Non Discrimination ADA/Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **Round Valley Community Services & Senior Center** including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within **180** calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **Round Valley Community Services & Senior Center** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **Round Valley Community Services & Senior Center** or submitted to the State or Federal authority for guidance.

- (7) **Round Valley Community Services & Senior Center** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) **Round Valley Community Services & Senior Center** has 30 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within **72** hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with **Round Valley Community Services & Senior Center** decision may file a complaint with the Arizona Department of Transportation (**ADOT**) or the Federal Transit Administration (**FTA**) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: **www. Springervilleaz.gov**.

If information is needed in another language, contact **TYPE ALTERNATE LANGUAGE PHONE NUMBER HERE**. *Para información en Español llame: **Robin R Aguero, 928-333-2516**

Discrimination ADA/Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Discrimination Complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court: _____ State Agency: _____

State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint.

Your signature and date are **required** below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Round Valley Community Services & Senior Center

Robin Aguero

356 S. Papago St., Springerville, AZ 85938

928-333-2516

raguero@springervilleaz.gov

A copy of this form can be found online at **www. Springervilleaz.gov**

Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

If no investigations, lawsuits, or complaints were filed select the option below.

Round Valley Community Services & Senior Center has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in **2023**.

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
Investigations						
1)						
2)						
Lawsuits						
1)						
2)						
Complaints						
1)						
2)						

Public Participation Plan

Round Valley Community Services & Senior Center is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, **Round Valley Community Services & Senior Center** made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

- Expanded the distribution of agency brochures
- Added public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities (Please provide a web link here)
- Hosted an information booth at a community event (Please insert the date of the event below)

- Updated agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures

Round Valley Community Services & Senior Center will make the following community outreach efforts for the **upcoming year**:

- Expand the distribution of agency brochures
- Advertise public announcements through newspapers, fliers, or radio
- Partner with other local agencies to advertise services provided.
- Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.
- Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.

Round Valley Community Services & Senior Center
Transportation Services
Customer Survey

We truly care about your experience with the Round Valley Community Services & Senior Center Transportation Program. Please answer the following questions to help us better understand your experience. Thank you.

1. How much do you worry about having adequate transportation?
 I never worry
 I worry occasionally
 I worry some of the time
 I worry most of the time
 I worry all of the time

2. How would you rate your overall health?
 Excellent
 Very Good
 Good
 Fair
 Poor

3. Which other programs do you utilize at the Community Services Center?
 Congregate Meals
 Meals on Wheels
 Weekly Activities
 Day Trips

4. How often do you utilize transportation services?
 Four Times a week
 Three Times a week
 Two Times a week
 One time a week

5. Do transportation drivers generally pick you up in a timely manner? Circle one: Yes No

6. On a scale from 1 to 10, with 10 being excellent, how would you rate your transportation driver?
Circle one: 1 2 3 4 5 6 7 8 9 10

7. Receiving transportation services through the senior center is vital in helping me live independently in my own home. Circle one: Yes No

Comments:

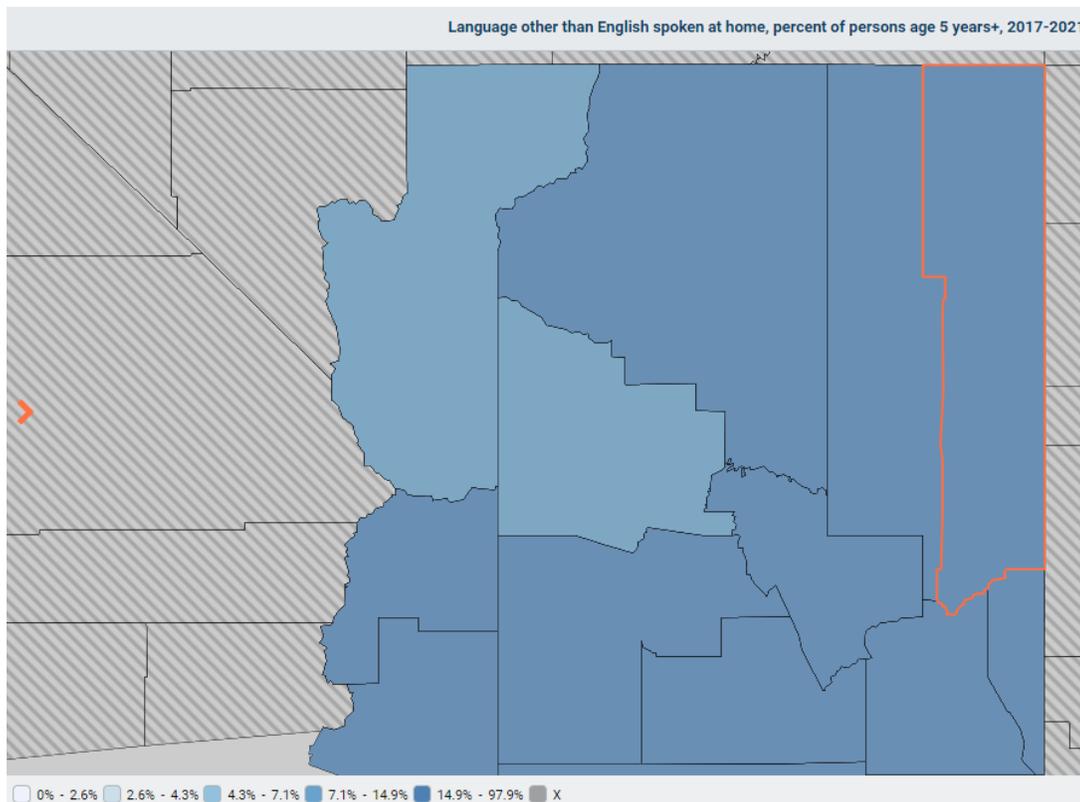
To maintain confidentiality, this survey is anonymous. Please return it to the senior center in a sealed envelope within 10 days of receipt. If you would like to discuss any issues with the director, please contact Robin Aguero at 928-333-2516 x228.

Limited English Proficiency Plan

Round Valley Community Services & Senior Center has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **Round Valley Community Services & Senior Center** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **Round Valley Community Services & Senior Center's** extent of obligation to provide LEP services, the **Round Valley Community Services & Senior Center** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

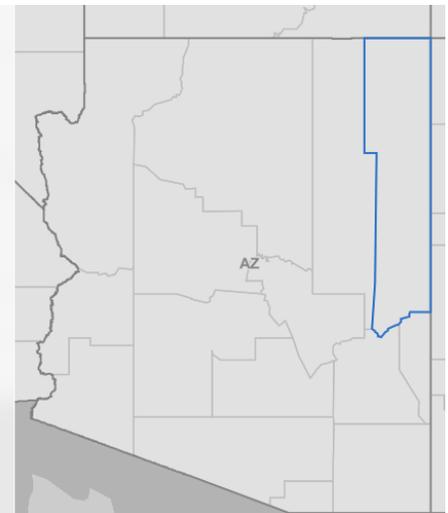
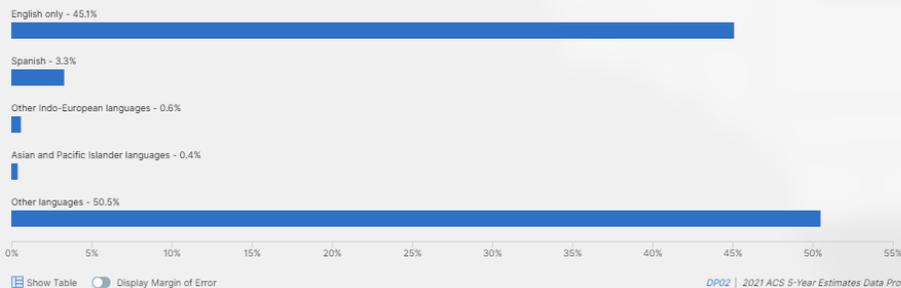
- 1) The number or proportion of LEP persons eligible in the **Round Valley Community Services & Senior Center** service area who may be served or likely to encounter by **Round Valley Community Services & Senior Center** program, activities, or services;



Language Spoken at Home

N = N
Language Other Than English Spoken at Home in Apache County, Arizona
26.1% ± 0.3%
Language Other Than English Spoken at Home in Arizona
S1601 | 2021 American Community Survey 1-Year Estimates

Types of Language Spoken at Home in Apache County, Arizona



- 2) The frequency with which LEP individuals come in contact with an **Round Valley Community Services & Senior Center** services;

Round Valley Community Services & Senior Center's staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons for **2023** . **Round Valley Community Services & Senior Center** averages **six** contacts per **YEAR**.

- 3) The nature and importance of the program, activities or services provided by the **Round Valley Community Services & Senior Center** to the LEP population.

Round Valley Community Services & Senior Center provides multiple programs for the community to include senior services consisting of Meals on Wheels, congregate dining, nutrition education, rental and utility assistance and transportation. Our center also provides services for the entire community of all ages for utility & rental assistance, fuel cards, food cards and a weekly food bank. These services are for all members of the community to include the LEP population.

- 4) The resources available to **Round Valley Community Services & Senior Center** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

Round Valley Community Services & Senior Center employs two staff who are fluent Spanish speakers plus one who speaks limited Spanish. The center provides a statement in Spanish and for additional languages specific to the LEP community, will provide material as needed to be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested. When needed, there are free websites that can be utilized to translate written materials. In addition to the Spanish speaking staff, local volunteers have been identified to provide oral translation services at public events (when requested) and during conversations with LEP residents during the implementation of NACOG services (when requested).

Safe Harbor Provision for written translations

Round Valley Community Services & Senior Center complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non-Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

1) **Round Valley Community Services & Senior Center** provides language assistance services through the below methods:

Round Valley Community Services & Senior Center staff who regularly take phone calls from the general

- Instructions are provided to vehicle operators, station managers, and others who regularly interact with the public on how to respond to an LEP customer.
- Bilingual or multilingual versions of:
 - Policies & Procedures
 - Rules for Passengers

2) **Round Valley Community Services & Senior Center** has a process to ensure the competency of interpreters and translation service through the following methods:

Round Valley Community Services & Senior Center will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. **Round Valley Community Services & Senior Center** will train the interpreter or translator in specialized terms and concepts associated with the agency’s policies and activities. **Round Valley Community Services & Senior Center** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. **Round Valley Community Services & Senior Center** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **Round Valley Community Services & Senior Center** provides notice to LEP persons about the availability of language assistance through the following methods:

- ☒ Posting signs in intake areas and other points of entry
- ☒ Signs and handouts available in vehicles and at stations
- ☒ Announcements in vehicles and at stations

4) **Round Valley Community Services & Senior Center** monitors, evaluates and updates the LEP plan through the following process:

Round Valley Community Services & Senior Center will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **Round Valley Community Services & Senior Center** will make changes to the language assistance plan based on feedback received. **Round Valley Community Services & Senior Center** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **Round Valley Community Services & Senior Center** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **Round Valley Community Services & Senior Center** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **Round Valley Community Services & Senior Center** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **Round Valley Community Services & Senior Center** will implement processes for training of staff through the following procedures:

Round Valley Community Services & Senior Center will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **Round Valley Community Services & Senior Center** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **Round Valley Community Services & Senior Center** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. **Round Valley Community Services & Senior Center** will implement LEP training to be provided for agency staff. **Round Valley Community Services & Senior Center** staff training for LEP to include:

- A summary of the **Round Valley Community Services & Senior Center** responsibilities under the DOT LEP Guidance;
- A summary of the **Round Valley Community Services & Senior Center** language assistance plan;
- A summary of the number and proportion of LEP persons in the **Round Valley Community Services & Senior Center** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;

- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the **Round Valley Community Services & Senior Center** cultural sensitivity policies and practices.

REGLAS DEL PASAJERO

- Las solicitudes de servicio deben hacer con 24 horas de antelación. Los participantes deben llamar al 928-245-2528 para un viaje o más información.
- Por favor, informe al conductor al programar su cita de cual que necesidad especial (Silla de ruedas, andador, etc.) incluyendo animales de servicio que están domesticados y bajo el control de su propietario/manejador acompañan a los pasajeros con discapacidades.
- Los pasajeros que necesiten asistencia especial pueden ir acompañados por un asistente de Cuidado personal.
- La donación sugerida para el servicio es de 5 5.00 por viaje de ida y Vuelta de una sola mano O 2 2.50 de ida. Por favor, tenga el cambio correcto; los conductores no llevan cambio.
- Las furgonetas pueden llegar temprano. Por favor, prepárate. El conductor le esperará durante 5 minutos; si no está listo, el conductor se irá y procederá a la siguiente recogida.
- Durante condiciones climáticas adversas, pueden producirse retrasos o cancelaciones.
- Por favor ayúdenos a evitar viajes innecesarios. Asegúrese de llamar y cancelar su viaje si no viajará en su viaje programado. Las cancelaciones repetidas o no presentarse pueden resultar en la denegación del servicio futuro.
- Debido a que este es un servicio de viaje compartido, la camioneta puede hacer varias paradas en el camino a su destino, así que planifique un viaje un poco más largo. Se requieren zapatos y camisas.
- Practicar una buena higiene personal. Recuerde que está compartiendo un viaje con otros.
- sea cortés con el conductor y otros pasajeros; el abuso verbal o el comportamiento físicamente amenazante no serán tolerados.
- No distraiga al conductor mientras la camioneta está en movimiento.
- Los cinturones de seguridad deben ser utilizados en todo momento (es la ley) y usted debe permanecer sentado mientras la camioneta está en movimiento.
- Las Armas de Fuego en los vehículos están estrictamente prohibidas.

- Fumar en los vehículos está estrictamente prohibido.
- El uso de alcohol en las furgonetas está estrictamente prohibido.

El incumplimiento de las reglas del pasajero puede resultar en una restricción del servicio.

Non-elected Committees Membership Table

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Round Valley Community Services & Senior Center does not select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

Describe how you monitor your subrecipients. This can be through site visits, submissions of Title VI Plans annually, or training and surveys.

Round Valley Community Services & Senior Center does not monitor subrecipients for Title VI compliance.

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

Round Valley Community Services & Senior Center has no current or anticipated plans to develop new transit facilities covered by these requirements

Fixed Route Transit Provider Analysis

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

Round Valley Community Services & Senior Center is not a Fixed Route Transit Provider

Board Approval for the Title VI Plan

****(INSERT A COPY OF THE BOARD MEETING MINUTES AFTER
CONDITIONAL CRO APPROVAL. BOARD MINUTES MUST BE FOR THE
YEAR OF THE GRANT APPLICATION CYCLE)***



Civil Rights

Katie Hobbs, Governor

Jennifer Toth, Director

Teresa Welborn, Deputy Director, Chief Operating Officer

July 13, 2023

Robin Aguero
Town of Springerville
356 S Papago St.
Springerville, Arizona 85938

RE: Federal Transit Administration (FTA) Section 5310 Grant, Civil Rights Review

Dear Robin Aguero,

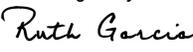
The Town of Springerville has applied for federal financial assistance from the Arizona Department of Transportation's (ADOT) Federal Transit Administration (FTA) Section 5310 Grant Program. FTA requires that any entity receiving federal financial assistance must comply with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

As part of our oversight responsibilities, ADOT's Civil Rights Office has conducted its initial review of the Town of Springerville's Title VI Implementation Program and finds that it meets the requirements for an FTA Title VI Program. The Plan may now be sent to your Board or Council for review and approval. Upon ADOT's receipt of minutes indicating the plan has been approved, a final notice of compliance will be sent to you and ADOT's Multimodal Planning Division.

The minutes must be submitted no later than **September 20, 2023**. Documents may be submitted via email to rgarcia5@azdot.gov.

Should you have any questions or need any assistance, please feel free to contact me at the above email address or via telephone: (602)712-8672.

Sincerely,

DocuSigned by:

71908FEF52D541A...

Ruth Garcia
Civil Rights Specialist

CC: Danielle Valentine, ADOT Title VI Program Coordinator
Stephanie Ortiz, ADOT Title VI Program Manager (FTA)

Electronic Record and Signature Disclosure



Certificate Of Completion

Envelope Id: 8D518C097E544A91B926A256AF5BFE9C Status: Completed
Subject: ADOT 5310 Title VI Plan Application Status: Action Needed - Board Approval Minutes
Source Envelope:
Document Pages: 1 Signatures: 1 Envelope Originator:
Certificate Pages: 5 Initials: 0 Ruth Garcia
AutoNav: Enabled 206 S 17th Ave
Envelopeld Stamping: Enabled Phoenix, AZ 85007
Time Zone: (UTC-07:00) Arizona RGarcia5@azdot.gov
IP Address: 162.59.200.193

Record Tracking

Status: Original Holder: Ruth Garcia Location: DocuSign
7/13/2023 1:07:03 PM RGarcia5@azdot.gov

Signer Events

Ruth Garcia
rgarcia5@azdot.gov
ADOT
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

71908FEF52D541A...
Signature Adoption: Pre-selected Style
Using IP Address: 136.226.64.90

Timestamp

Sent: 7/13/2023 1:09:39 PM
Viewed: 7/13/2023 1:09:49 PM
Signed: 7/13/2023 1:09:54 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Robin Aguero
raguero@springervilleaz.gov
Security Level: Email, Account Authentication (None)

VIEWED
Using IP Address: 69.160.189.6

Sent: 7/13/2023 1:09:41 PM
Viewed: 7/17/2023 8:02:34 AM

Electronic Record and Signature Disclosure:
Accepted: 7/17/2023 8:02:34 AM
ID: 6c80b2f7-78c2-47d8-aa8d-53cc030f5e1c

Carbon Copy Events

Status

Timestamp

Danielle Valentine
dvalentine@azdot.gov
602-712-8625
ADOT
Security Level: Email, Account Authentication (None)

COPIED

Sent: 7/13/2023 1:09:40 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Stephanie Ortiz SOrtiz@azdot.gov ADOT Security Level: Email, Account Authentication (None)	COPIED	Sent: 7/13/2023 1:09:40 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/13/2023 1:09:41 PM
Certified Delivered	Security Checked	7/13/2023 1:09:49 PM
Signing Complete	Security Checked	7/13/2023 1:09:54 PM
Completed	Security Checked	7/17/2023 8:02:34 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Arizona Dept of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Arizona Dept of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise Arizona Dept of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at DocuSignRequest@azdot.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.. In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Arizona Dept of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to DocuSignRequest@azdot.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Arizona Dept of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to DocuSignRequest@azdot.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Arizona Dept of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Arizona Dept of Transportation during the course of my relationship with you.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 08/16/2023
SUBJECT: Legal Services

SUGGESTED MOTIONS:

None action item.

STAFF REPORT

Council,

Staff went out for an RFQ for a Town Attorney in April. In May, Council appointed MWSW as the Town Attorney and directed staff to continue looking for a more local attorney.

We went back out for RFQ multiple times since May with no responses from legal firms. Manager Rasmussen sent our RFQ out to 11 firms in the White Mountains ranging from Show Low, Eagar, and St. Johns. Of the 11, 3 were returned undeliverable. Staff is seeking direction if you would like us to continue advertising RFQ's.