



TOWN COUNCIL REGULAR MEETING

Wednesday, January 17, 2024 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:**
- 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 the November 15, 2023 Regular Council Meeting minutes.**
- b. Consider ratification and approval of the accounts payable register from November 7, 2023 through January 8, 2024.**

7. PRESENTATION:

Presentation by Apache County Critical Incident Stress Management / Peer Support. Presentations shall be no more than 10 minutes.

OLD BUSINESS

NEW BUSINESS

8. FINANCE POLICY UPDATE:

Discussion and possible action on the proposed update to the Finance Policy adding the section "Lease Reporting" in compliance with Governmental Accounting Standards Board statement No. 87.

9. LEASE AGREEMENT AMENDMENT:

Discussion and possible action on the proposed First Amendment to the 2018 lease agreement between the Town of Springerville and the White Mountain Historical Society.

10. AMENDED AND RESTATED PROFESSIONAL SERVICES AGREEMENT:

Discussion and possible action to approve the proposed amended and restated professional services agreement with Woodson Engineering an Ardurra Group Company.

11. TOWN OWNED PROPERTY: 760 WEST AIRPORT ROAD

Discussion and direction from the Council to staff on what they wish to do with the acquired property at 760 West Airport Road.

12. CALL OF ELECTION: RESOLUTION 2024-R001

Discussion and possible action regarding resolution 2024-R001, regarding calling the 2024 Primary Election.

13. MUNICIPAL PROPERTY CORPORATION REMOVAL:

Discussion and possible action to remove Gracie Becker, Bill Lucas, and Ginger Wiltbank from the Springerville Municipal Property Corporation.

14. MUNICIPAL PROPERTY CORPORATION POSSIBLE APPOINTMENT: SCOTT

Discussion and possible action regarding the appointment of Don Scott to the Municipal Property Corporation Commission.

15. MUNICIPAL PROPERTY CORPORATION POSSIBLE APPOINTMENT: WINK

Discussion and possible action regarding the appointment of Heidi Wink to the Municipal Property Corporation Commission.

16. MUNICIPAL PROPERTY CORPORATION POSSIBLE APPOINTMENT: MILLER

Discussion and possible action regarding the appointment of Kelsi Miller to the Municipal Property Corporation Commission.

17. EXECUTIVE SESSION:

a. NOTICE OF CLAIMS- A WYRE

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

18. 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.

Town Council Agenda Staff Report

Airport Director:

Land leases hanger and vehicle parking and Tie Down agreements have been reviewed and all payments will be made directly to the finance director. After several interviews for assistant to the airport manager, Mr. Donald Thompson was hired and is now on 90-day probation. The Airport Manager is training the new hire on airport equipment and airport fueling and airport safety. The airport manager will be looking into modifying airport owned hanger rules.

Recent Fuel Sales:

Since October Jet-A fuel sales are doing well both self-serve and full service. We are receiving new customers traveling East West in the private, military, and commercial aviation sectors. A tentative date for us to fuel 15 Black Hawk helicopters is in the works for the end of January. Biz Jets fueling is increasing as well.

Flight Operations:

Late November and early December airport equipment was made ready and tested for snow removal. After the last substantial snow fall the runways and taxiways were clean and open within 2 hours. We are striving to keep the airport facility as efficient as possible. It is imperative that we realize the importance of the two air ambulance companies based at our airport. The lives they save and the impact they have on our community and surrounding area, and it is our job to keep them in the air. Hangers are in high demand and great passive income for airports, and we are encouraging hanger development.

Projects:

The status of the Phase 1 wildlife fence to be constructed is now waiting for the environmental review to be completed and Kimley-Horn and Associates, Inc. and I am waiting for their response to my email sent 12/28/2023. Airport staff will be cleaning all storage spaces and removing unusable, broken, or outdated materials and equipment stored in the terminal and outlying buildings.



Town Council Agenda Staff Report

**COMMUNITY SERVICES DEPARTMENT REPORT
January, 2024**

The Holiday Season was very busy for us between Halloween, Thanksgiving Dinner, Christmas Dinner plus stockings and Senior gifts. The last event on our list to close out the 2023 year will be our Volunteer Appreciation Breakfast on January 8th.

The seniors are always excited about a new year – and chatter takes place among them, discussing what they intend to change for the new year, what appointments they need to make for the new year and they like to joke about whether they’ll make it through another year. They are funny to listen to and I enjoy their conversations.

School will be back in session soon and with it, the busy schedule of nutrition classes through our U of A program, so we are preparing curriculum and getting ready to engage the youth in healthy conversation. We are also considering a new program with the U of A, for seniors which will address financial literacy. I have a meeting on January 3rd to discuss how to include such a program here at the Community Center.

December Community Assistance and Senior Services Counts:

Senior & Meal Services		Low Income Assistance Services	
Congregate Meals	365	Food Commodity Box (households)	442
Home Delivered Meals	402	Food Cards	17
Long Term Care Meals	21	Bus Pass	5
Indigent Meals	28	Fuel Cards	9
HEAD START Meals served	1376	Utility Assistance	30
Total Meals Served	2192		
Senior Equipment	4	Electric Deposits/Rental Assistance	8
Transportation Units	238	Appliance Repair/Replace	0
Volunteer Hours	65	Senior Food Boxes	127

Nutrition Education Program

Location	Age Group	Curriculum	# Participants	# Classes
Senior Center	Seniors	Nut Ed/ Food Demo	14	1
RV Pre-School	Pre K	Color Me Healthy	24	2



Town Council Agenda Staff Report

VOLUNTEERS STUFFING STOCKING – 82 STOCKINGS TOTAL





Town Council Agenda Staff Report

THANKSGIVING FEAST





Town Council Agenda Staff Report
CHRISTMAS DINNER/ENTERTAINMENT





Town Council Agenda Staff Report

Round Valley Community Services & Senior Center

January

Senior News

Robin Aguero, Director

356 S. Papago St., Springerville, AZ

928-333-2516

A New Year of Possibilities

2024 is here! While many of us may be ready to say goodbye to 2023 and embrace the new year it's still worth celebrating! After all, we all made it through another year and that in itself is worth a celebration. Thankfully, there are many fun and safe ways we can celebrate this holiday. From playing games and connecting with the family to starting new traditions and beyond. This New Year's Eve it's all about your outlook and having a positive mindset. So let's embrace and explore fun and safe ways seniors can celebrate New Year's Eve!

MAKE RESOLUTIONS - HAVE YOU BEEN MEANING TO SCHEDULE YOUR YEARLY MEDICAL CHECKUP? OR HAVE YOU BEEN WANTING TO DECLUTTER YOUR HOME? THERE'S NO BETTER TIME TO START THAN IN THE NEW YEAR!

CONNECT VIRTUALLY WITH FAMILY - EVEN IF YOU CAN'T GET TOGETHER WITH YOUR FAMILY IN-PERSON THIS YEAR, THERE ARE OTHER WAYS YOU CAN STAY CONNECTED. A GREAT WAY TO CONNECT IS TO GET TOGETHER THROUGH VIDEO CHAT. YOU CAN ENJOY A MEAL TOGETHER, HAVE A QUICK CHAT, OR RING IN THE NEW YEAR VIRTUALLY. WHILE THIS MIGHT NOT FEEL QUITE THE SAME AS BEING TOGETHER IN PERSON, IT IS CERTAINLY THE NEXT BEST THING. AND FINALLY, DON'T BE AFRAID TO ASK FOR HELP IF YOU'RE HAVING TROUBLE SETTING UP A VIRTUAL VISIT.

CREATE A TIME CAPSULE - IF YOU'RE LOOKING FOR SOMETHING FUN TO DO THIS NEW YEAR'S EVE, WHY NOT MAKE A TIME CAPSULE. THIS HAS BEEN A MEMORABLE YEAR SO PRESERVE THE MEMORIES WITH ITEMS THAT REMIND YOU OF THIS YEAR. YOU COULD INCLUDE A FACE MASK, A SMALL BOTTLE OF HAND SANITIZER, A NEWSPAPER CLIPPING, A HANDWRITTEN NOTE WITH YOUR FONDEST MEMORIES, AND EVEN PHOTOGRAPHS. YOU CAN EVEN START A NEW FAMILY TRADITION AND OPEN THE TIME CAPSULES EVERY FEW YEARS.

BAKE TREATS - IF YOU ENJOY BAKING WHAT BETTER WAY TO SPEND YOUR TIME ON NEW YEAR'S EVE THAN MAKING DELICIOUS TREATS! YOU CAN BAKE FOR YOURSELF OR YOU CAN BAKE TREATS TO SEND TO FRIENDS OR FAMILY. YOU MIGHT EVEN WANT TO CONSIDER ENJOYING YOUR TREATS VIRTUALLY SO YOU CAN FEEL LIKE YOU'RE TOGETHER. IF YOU HAVE GRANDCHILDREN YOU CAN EVEN BAKE TOGETHER THROUGH A VIDEO CALL. ASK YOUR CHILDREN TO MAKE THE SAME RECIPE AS YOU AND YOU CAN WALK YOUR GRANDCHILDREN THROUGH THE RECIPE.

WATCH THE BALL DROP ON TV - YOU MIGHT HAVE TO SKIP THE NEW YEAR'S PARTIES THIS YEAR BUT THAT DOESN'T MEAN YOU CAN'T KEEP UP WITH TRADITIONS. THE GOOD NEWS IS YOU CAN STILL WATCH THE BALL DROP IN NEW YORK CITY'S TIME SQUARE ON TELEVISION. EVEN THOUGH THERE WON'T BE THE SAME LARGE CROWDS IN TIME SQUARE THIS YEAR, THERE WILL STILL BE LIVE PERFORMANCES AND OTHER SOURCES OF ENTERTAINMENT YOU CAN ENJOY IN THE COMFORT OF YOUR OWN HOME.

DECORATE YOUR HOME - WHAT BETTER WAY TO GET INTO THE MOOD FOR NEW YEAR'S EVE THAN TO DECORATE YOUR HOME WITH A FEW FESTIVE DECORATIONS. EVEN IF THE DECORATIONS ARE JUST FOR YOU TO ENJOY, IT'S SOMETHING FUN TO DO AND YOU MAY EVEN FIND IT PUTS YOU IN A GOOD MOOD. IN ADDITION TO DECORATING YOUR HOME, WHY NOT GO ALL OUT AND GET DRESSED UP. PUT ON YOUR FAVORITE PARTY OUTFIT AND ENJOY RINGING IN THE NEW YEAR!

COUNTDOWN THE NEW YEAR EARLIER - STAYING UP LATE TO RING IN THE NEW YEAR ISN'T FOR EVERYONE, AND THAT IS OKAY! IN FACT, STICKING TO A REGULAR SLEEP SCHEDULE IS AN ESSENTIAL PART OF GETTING A BETTER NIGHT'S REST. EVEN IF YOU GO TO BED EARLY, YOU CAN STILL COUNT DOWN TO THE NEW YEAR A LITTLE EARLIER. SIMPLY PICK A TIME YOU'D LIKE TO HAVE A NEW YEAR'S TOAST AND CELEBRATE AT THAT TIME INSTEAD. YOU COULD EVEN CONNECT WITH FRIENDS AND FAMILY VIRTUALLY AT THIS TIME TO CELEBRATE TOGETHER!



Town Council Agenda Staff Report

HEALTH AND WELLNESS

Avoiding the Hazards of Winter for Older Adults

Winter is a special time for celebration. It should also be a time for added caution if you or someone in your family is an older adult. It is the season for falls, slips on icy streets and other dangers that can be especially harmful for older adults.

"Something as simple as a fall can be devastating for older men and women," says Dr. Evelyn Granieri, Chief of Geriatric Medicine and Aging at NewYork-Presbyterian/The Allen Hospital and Assistant Professor of Medicine at Columbia University Medical Center. "Before the cold weather arrives, it is important to prepare."

Dr. Granieri addresses some of the most pressing concerns mature adults have about their health and safety during the winter:

The flu. Influenza is a serious illness that can be fatal in older adults, who often have chronic medical conditions. The vaccine offers some, if not complete, protection against the flu and its consequences and can be administered as early as September. The flu season begins in mid-October and runs through March.

Hypothermia. Keep your thermostat set to at least 65 degrees to prevent hypothermia. Hypothermia kills about 600 Americans every year, half of whom are 65 or older, per the Centers for Disease Control and Prevention. Also, keeping the temperature at 65 or higher, even when you are not at home, will help prevent pipes from freezing.

Icy streets. Navigating through icy streets can be intimidating. Wear comfortable shoes with anti-slip soles. If you use a cane, replace the rubber tip before it is worn smooth and becomes slippery on the wet ice. It may be a good idea to have someone walk with you during those days.

House fires. Make sure your smoke alarms are working. You should also have working carbon monoxide alarms.

Falling in the home. Winter means fewer hours of daylight. Older people often need brighter lights in the home. You may also have difficulty adjusting to changes in light, and different levels of lighting may increase the risk of slips and falls. Make sure there are no great lighting contrasts from one room to another. Also, use night lights, especially in the bathroom, and don't have loose extension cords lying around - tape them to the floor. Make sure rugs are not wrinkled or torn in a way that can trip you as you walk.

Dehydration. Drink at least four or five glasses of fluid every day. This should not change just because it is winter. You may not feel as thirsty as you do in the summer months, but as you get older, your body can dehydrate more quickly, putting you at greater risk for complications from many illnesses and changing how your body responds to some medications.

Home emergencies. For older persons living alone, it is a good idea to have a way to communicate quickly with other persons or medical personnel. If you have a cell phone, keep it handy. Another option is a personal emergency response system, a device worn around the neck or on a bracelet that can summon help if needed.

The Role of Food and Your Health: Start an Upward Cycle!

By Kathleen Cook, SNAP-Ed Nutrition Educator, Cornell Cooperative Extension Broome County

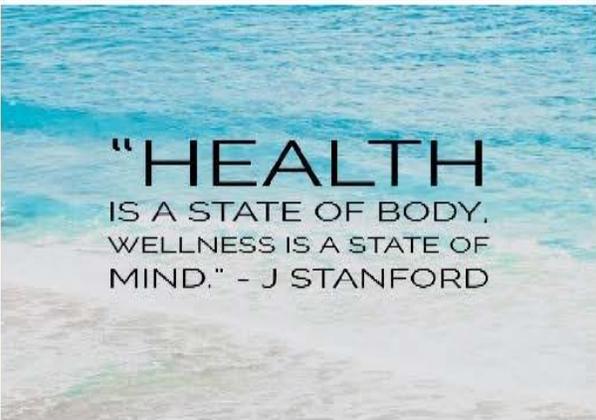
Did you know that you can make choices in your eating habits that will begin an upward cycle of improved health? The food you eat affects your energy levels, mental and emotional health, and your body's ability to heal and be strong. By making a conscious effort to eat the beneficial foods and "not" what may be harmful, you can become more able to continue those healthy habits.

Feeding your brain with fish, lean (non-fatty) meats, eggs, beans, and nuts will give you the protein power to think clearly. Water is also essential to having a healthy brain and healthy body overall. Drinking water when you feel worn out gives you a boost of energy, and a snack that includes protein and a fruit or vegetable will further help you feel well.

Eating whole grain foods like brown rice and oatmeal help your body feel satisfied longer and not quickly hungry again. The fiber in those grains and whole fruits and vegetables also helps to clean out the saturated fats and other substances our bodies need to eliminate. Whole grain crackers eaten with some low-fat cheese is a healthy choice because there is both protein and fiber in the combination.

Unfortunately, many foods that are packaged for convenience are highly processed, containing high levels of sugar, sodium, and saturated fats and lacking in the fiber, vitamins, and minerals our bodies need to function well and be healthy. A steady diet of these foods can lead to high levels of cholesterol or cause weight gain which can lead to other health problems like diabetes and high blood pressure.

Choosing to limit sweetened drinks, added sugars, fatty foods, processed meats and sodium will cut down on the draining effects these substances have on you. You can rise above feeling unable by rejecting the downward spiral and taking steps to begin the upward one instead. Remember: What you eat, or don't eat, matters. Take ONE step today toward a healthier you!



"HEALTH
IS A STATE OF BODY,
WELLNESS IS A STATE OF
MIND." - J STANFORD



Town Council Agenda Staff Report



New Year's Word Search

J A N U A R Y F R I E N D S Y A S R I L A H
 F R I E N D S Y A S R I L A H
 N E Y S E R T I E M O W B L C
 B S I L Y F A E N E I Y A E O
 N O C R N V N V E Y D L B N U
 A L D C L O C K L T I E Y D N
 R U V E W M I D N I G H T A T
 V T O A S T W S N O L Y I R D
 G I A N I N G S E V E U A R O
 C O N F E T T I T M I N G S W
 R N O L C E L E B R A T I O N
 A J A N U E L V E I M K E R A
 Y P A R T Y H A A P Y S E V W
 N E W Y E A R C L O K S O R Y
 S H A P P Y E B A L L R E S O

BABY
 BALL
 CALENDAR
 CELEBRATION
 CLOCK
 CONFETTI
 COUNTDOWN
 EVE

FAMILY
 FRIENDS
 HAPPY
 JANUARY
 MIDNIGHT
 NEW YEAR
 NOISEMAKER
 PARTY

RESOLUTION
 TOAST



CRAYONSANDCRAVINGS.COM

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.

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

NEW YEAR'S EVE WORD SCRAMBLE

utwcdnono _____

ebeltreca _____

idgitmhn _____

ecfotitn _____

hserec _____

sinoerustol _____

rpyta _____

apelsrkr _____

kinsamereo _____

nlaboslo _____

sogla _____

rkwesifro _____

aajrnyu _____

uemtriesasq _____

eirmsome _____

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Town Council Agenda Staff Report



**UPCOMING
RENAISSANCE FESTIVAL
MARCH 23RD**

LAUGHLIN - SPRING '24

GLENWOOD - APRIL '24

Contact Brian for details: 928-245-2528

Sudoku Answers

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

Like Us! Follow Us!

 Like our Facebook Page
<https://www.facebook.com/RVCommunityServicesCenter>

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



AN ODE TO OLD AGE

*There's quite an art to falling apart
as the years go by.
And life doesn't begin at 40,
That's a big fat lie.
My hair's getting thinner,
my body is not;
The few teeth I have
are beginning to rot.*

*I smell of Vick's-Vapo-Rub,
not Brut No. 5.
My new pacemaker's
all that keeps
me alive.*

*When asked of my past,
every detail I'll know,
But what was I doing
10 minutes ago?*

*Well, you get the idea,
what more can I say?
I'm off to read the obituary,
like I do every day;
If my names not there,
I'll once again start -
perfecting the art of
falling apart.*

Sandi V
www.wackywits.com



Town Council Agenda Staff Report

New Year—New You!

The calendar below provides a health and wellness suggestion for each weekday of January.

Follow along with us and use these tips to put your best foot forward as you start 2024.

FOOTWEAR 1 If you are active this winter, check your footwear. Wear shoes that fit properly with non-slip soles. Most falls can be prevented by using small tips like this one to make each step a safe step	FIND A CLASS 2 Join our Yoga class on Tuesdays or consider another wellness class in the community - Add it to your calendar each month so you don't forget!	WATER UP! 3 Count how many cups of water you drink today! Are you meeting your goal? Set an intention to meet your goal each day in January	FUEL UP 4 A balanced, nutrient dense diet will keep you energized as you work more activity into your routine. Limit processed food and added sugar.	HOUSE WALK 5 House walking is an easy way to get in extra steps with it's cold outside. Walk down the hall, around the dining table—get a step counter to keep track of progress!
SLEEP HABITS 8 Are you getting 7-8 hours of rest each night? This week, notice your sleep habits, wind down before bed and create a calming bedtime routine.	BUDDY POWER 9 Ask a friend or neighbor to go for a walk with you or attend an exercise class with you. Exercise pals keep us motivated to stick with it	GO VIRTUAL 10 Sometimes transportation is a challenge in attending a class—consider a virtual class, right from home!	CHORES COUNT 11 Sweeping, making the bed, vacuuming and other chores all count as activity that keeps you moving. Make your chores energetic with music.	DANCE MORE 12 Dancing is great exercise. It gets us moving and makes us feel good. Pick an upbeat song and move the beat. Dance standing or in a chair.
HOUSE WALK 15 Two weeks ago, we suggested house walking to get extra steps into your day—give it another try today and pick a new route around the house.	BOOKWORK 16 The more we read, the more we learn. The more we learn, the more we grow. Pick up a book at your local library on a wellness topic that interests you. Read.	CHECK—IN 17 Take a moment to check in with yourself. How is your body feeling? Are you getting more activity in your day? Are you eating a balanced diet? Make changes if needed.	COFFEE CHAT 18 What have you learned about your journey? Share your wellness goals with a trusted friend for support and motivation to keep going.	DOCTOR IN? 19 What routine medical appointments to you need to schedule? Take time to schedule your appointments and stay on top of check-ups with your provider.
SELF-LOVE 22 Sometimes we can be hard on ourselves when we don't meet a goal quite the way we intended. If you are struggling, choose to be as kind to yourself as you would be to someone else.	PREVENT FALLS 23 Have you noticed any fall hazards in your home? Remove throw rugs that may trip you. Fix lightbulbs that have burned out. Clear clutter.	TV STRETCHES 24 Do you enjoy TV? Use each commercial break to do seated stretches in a sturdy chair. Talk to your doctor about appropriate stretches for you.	GROCERY STEPS 25 Walk each aisle as an opportunity to get more steps into your day. Visit extra aisles this week or take an extra lap around the store before checking out.	COOKING CLASS 26 Invite someone over to try a new healthy recipe together. Cook together with a new vegetable—Eating healthy can be fun!

MONDAY, JANUARY 29—WEDNESDAY, JANUARY 31: It's the last week of January! You have spent a whole month trying new, creative ways to stay active and be your healthiest self. Whether you made big changes or a few small ones, every positive step you take should be celebrated. Use these last three weekdays in January to reflect on where your wellness goals are headed for February and early spring. Make a plan, write it out in detail, and keep it somewhere that you will see it often.



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**

Senior Food Boxes

2nd Tuesday of each month

For information :

Robin Agüero

333-2516 (Option 4)

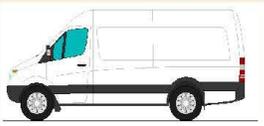


NEVER MISS A NEWSLETTER

Want to receive a copy of our newsletter via email each month, send an email

TO: raguero@springervilleaz.gov

SUBJECT: Email Newsletter



**DOOR TO DOOR
TRANSPORTATION
SERVICES
FOR SENIORS**

Local Transportation available throughout
Springerville and Eagar

Wheel Chair Accessible

Requested Donation:

\$2.50/ One Way

\$5.00/ Round Trip

Show Low :

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



Drive -Thru Food Bank

Every Tuesday

10:00 am—12:30 pm

356 S. Papago St.

Springerville

Cooking Demonstration

with Tomasa Lozoya

Tuesday, JANUARY 30th , 9:00am





Town Council Agenda Staff Report



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>1</p> <p>Happy New Year!</p>	<p>2</p> <p>Lunch served at 11:30</p> <p>YOGA—Pilates 9:30</p> <p>Food Bank 10:00—12:30</p>	<p>3</p> <p>Lunch served at 11:30</p>	<p>4</p> <p>Lunch served at 11:30</p>
<p>8</p> <p>Lunch served at 11:30</p>	<p>9</p> <p>Lunch served at 11:30</p> <p>YOGA class 9:30</p> <p>Food Bank 10:00—12:30</p> <p>SENIOR BOXES</p>	<p>10</p> <p>Lunch served at 11:30</p>	<p>11</p> <p>Lunch served at 11:30</p>
<p>15</p>	<p>16</p> <p>Lunch served at 11:30</p> <p>YOGA class 9:30</p> <p>Food Bank 10:00—12:30</p>	<p>17</p> <p>Lunch served at 11:30</p>	<p>18</p> <p>Lunch served at 11:30</p>
<p>22</p> <p>Lunch served at 11:30</p>	<p>23</p> <p>Lunch served at 11:30</p> <p>YOGA class 9:30</p> <p>Food Bank 10:00—12:30</p>	<p>24</p> <p>Lunch served at 11:30</p>	<p>25</p> <p>Lunch served at 11:30</p>
<p>29</p> <p>Lunch served at 11:30</p>	<p>30</p> <p>Lunch served at 11:30</p> <p>Food Bank 10:00—12:30</p> <p>FOOD DEMO</p>	<p>31</p> <p>Lunch served at 11:30</p>	



Town Council Agenda Staff Report

MENU – JANUARY, 2024

Lunch Served at 11:30 a.m.

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 HAPPY NEW YEAR</p>	<p>2 Spaghetti / Meat sauce Corn Mixed Green Salad Garlic Bread Fruit Cocktail</p>	<p>3 BBQ Chicken Legs Sweet Potatoes Broccoli Roll Oranges</p>	<p>4 Beef Stew Potatoes, Carrots, Tomatoes Apple Slaw Cornbread Pears</p>	<p>5 Chicken Fettuccine Squash Medley Tossed Green Salad Garlic Bread <i>Nectarines</i></p>
<p>8 Pepperoni Pizza Green Salad w/ Tomatoes 3-Bean Salad w/ Garbanzo, Green Beans & Corn Pineapple</p>	<p>9 Chicken Enchiladas Spinach Diced Cabbage & Tomatoes Tortillas Mixed Berries</p>	<p>10 Baked fish Mixed Veggies 7-Layer Salad Roll Fruit Cocktail</p>	<p>11 Beef Lasagna Seasoned Carrots Cucumbers & Tomatoes Garlic Bread Bananas</p>	<p>12 Turkey Burger/ Bun Baked Beans Lettuce/ Tomatoes Summer Squash Fruit Cup</p>
<p>15 CLOSED Martin Luther King Jr Day</p>	<p>16 Meat Loaf Mashed Potatoes Sliced Tomatoes Seasoned Carrots WW Bread Tropical Fruit</p>	<p>17 Herb Baked Chicken Green Beans Romaine Salad Cornbread Orange</p>	<p>18 Hamburger/Bun Lettuce/Tomato/ Pickles Baked Beans Pears</p>	<p>19 BBQ Pork Ribs Sweet Potatoes Tossed Green Salad Roll Fruit Cup</p>
<p>22 Turkey & Cheese Sandwich Glazed Beets Broccoli <i>Orange</i></p>	<p>23 Salisbury Steak Mashed Potatoes w/ gravy, Roll Steamed Carrots Peaches</p>	<p>24 Chicken Taquitos Pinto Beans Lettuce/Tomato Fruit Cocktail</p>	<p>25 Pork Roast Mashed Potatoes/Gravy Bread Spinach Applesauce</p>	<p>26 Southwest Chicken Salad Black beans & Corn Mixed Greens Tortilla</p>
<p>29 Beef Tacos w/ Cheese Lettuce & Tomato Pears</p>	<p>30 Oven Fried Chicken/Roll Mashed Potatoes Steamed Carrots Pineapple</p>	<p>31 Beef Chili w/ Hamburger Bread Broccoli Peaches</p>		

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 November 2023

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

- There were approximately 81 guests to the museum in November.
- Casa tours have been suspended for winter. They will resume in March, weather permitting.
- The new Christmas banners and banner enhancers were put up by Public Works in November. We also ordered new lights for the Christmas tree as well as some accent lights to go around it. Preparations for the Annual Tree Lighting are currently underway. We hope to have a great turnout this year.
- Prep work has begun for the drywall and painting project in the museum this winter. Many of the artists have already removed their items. Artists have until December 15th. The gift shop of the museum will be permanently closed and removed (it was not profitable and items were not selling). That area of the museum will be dedicated to the Hispanic history of Round Valley. This is something that has been missing from the museum and I am excited that there will be an area dedicated to Hispanic heritage. This project is being spearheaded by Robert Pena. He is in contact with several families who have items to donate to the room. The Juan Trujillo Baca Marker that currently resides in front of Reed's Motel will be one of the items showcased in the new room.
- The new doors for the east side of the museum are scheduled to arrive on December 5th. Installation of the doors will follow sometime in the near future, weather permitting.



Town Council Agenda Staff Report

Report for December 2023

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

- There were approximately 49 guests to the museum in December. The Museum was closed December 24, 2023 – January 2, 2024.
- Prep and painting were completed in the entry, main hallway and the Burk Room (pictures attached). What has been completed turned out very nicely. Looking forward to the completion of the rest of the rooms and the hallway by the Theatre Room. I estimate the artists can bring back their works in February, before tours resume in March.
- The Hispanic history of Round Valley Room – no progress to report.
- The new doors arrived. Glass has been ordered for the areas above the doors as the wood was rotted and probably contributing to the water damage of the previous doors. The door has been installed in the Udall-Johnson Room – glass to follow. The east entrance door will be replaced as weather permits.
- Luminary routes were all taken and completed. The new bags did help with visibility. You could at least see some light in the bags. Unfortunately, there is nothing that can be done about the brightness of the lights on the streets, which is what makes seeing the bags difficult.



TOWN COUNCIL AGENDA STAFF REPORT

MAYOR & COUNCIL REPORT FOR PLANNING AND ZONING

JANUARY 2024

BUILDING:

Permits Issued: 7 (Nov. & Dec.)

Total Inspections: 15 (includes: 2 final inspections and multiple inspections at ER remodel)

Maverik Plan & Design Review was completed on November 27, 2023, (see attached letter from T. Rasmussen). Maverik has been advised of their next steps once the purchase of the property is finalized.

CODE ENFORCEMENT:

Contacted homeowner of 1226 E. Main St., has been building an accessory building/garage without a building permit. He has stopped building and is working on getting set of plans drawn up and completing the Plan/Design Review application. Due to the holiday season, he was given until mid-January to complete the application.

Contacted homeowner at 110 S. Cochise St., in reference to a shipping container/Connex box being placed in easement. They were let know that with their zoning (R1-7, Single Family Residential) that the container was not allowed, especially in the easement. They are working on getting it moved, they were given until the beginning of February to get it moved and/or have a removal plan in place. A Conditional Use Permit would not be applicable in this situation due to the size of the house, and the container with the lot coverage restrictions in the code.

P&Z staff would like to thank Public Works for assisting in notifying of any possible violations (i.e., building without permit) that they come across in the field, the help is greatly appreciated.

PLANNING AND ZONING COMMISSION:

December 12, 2023 Meeting: Public Hearing was held for CUP application for 345 S. Tumbling T, (Hightower application). Only one person spoke at hearing and they were in opposition of allowing people to use RVs as dwellings. The Commission continued their review of Town Code Title 17. CUP application for Parcel #105-24-007D (Near Rogers Ranch Rd.) was approved; applicant was requesting to use Connex boxes as storage, to be eventually be turned into a barn/storage building.

January 9, 2024 Meeting: CUP for 181 W. Main St. was officially revoked; the CUP was issued in March 2020 to allow the property owner to live in the business, the CUP was not utilized and the property has since sold. The Commission elections were held with Terry Shove being elected as Chairwoman and Trinity Raymer being elected as Vice Chairwoman. First hearing on CUP for 345 S. Tumbling T., (Hightower); a letter opposing the application was submitted, due to the opposition the Commission voted to continue the matter to the February 13, 2024 meeting.

STAFF IS CURRENTLY WORKING ON:

Review and organization of the physical files, some files are being destroyed according to the State of Arizona Retention of Records schedule

Reviewing and updating forms and applications.



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

418 E. MAIN STREET, SPRINGERVILLE, AZ 85938 • PHONE (928)333-2656 • FAX (928)333-5598

Maverik
Attention- Todd Meyers

November 27th, 2023

~~1376 S. Main Street~~
~~Springerville, AZ~~
~~86411~~

To Whom It May Concern,

The Town of Springerville started a discussion with Mr. Day and Mr. Meyers on March 15th, 2023, about Town Zoning and the possibilities of a Maverik in Springerville. An area was identified for the possible future location, and the Town continued working with Maverik regarding information about utility providers in the area including water and sewer information and with ADOT permitting.

On August 9th, 2023, a formal set of plans were submitted to the Town for a "Plan and Design Review", permit #2023029, was issued on the same date. Today on November 27th, 2023, the Town of Springerville finalized the "Plan and Design Review" with the engineers and are ready to issue a "Formal Building Permit" as the plans are officially approved for construction.

The Town of Springerville will accept an "Lot Combination Application" when Maverik can produce a deed, or documentation of ownership per the terms and conditions of the Lot Combination Application. The Planning and Zoning Director has the authority to accept and sign off on an approved lot combination/ lot line adjustment; it does not go before the Planning and Zoning Commission or Town Council for approval.

I would recommend requesting a permanent address after this approved lot combination.

A formal building permit can then be issued to Maverik for the construction of the project after the approved lot combination, and all building permits are paid for in full.

If you have any questions, please feel free to contact me at 928-333-2656 ext-226.

Tim Rasmussen
Town Manager



Town Council Agenda Staff Report

Springerville Police Department Agenda Items and staff report

1. Round Valley Police Department 2023

	November	December
Total Incidents	371	237
Calls for service:	272	202
Written reports:	172	106
Self-initiated Calls	223	152
Citizen:	38	55
Agency Assist:	31	10
Total traffic citations:	20	65
DUI	3	1
Felony DUI	2	1
Vehicle collisions	2	4
Felony Arrest	12	1
Misdemeanor	18	4
DV	7	5
Warrant arrest	3	4
Total Arrests	30	6

2. Animal Control

Dog at large	18
Dog bite	1
K9 license issued	1
K9 surrendered	3

Dogs impounded 6
K9 returned to owner 2

3. General Information December 2023

12/02 RVPD assisted with traffic control for the annual light parade
12/15 Attended the Police Academy Graduation for Officer Thomas Scruggs.
12/18-12/20 Rims Training.

Assisted with one funeral escort
Officer Harrison Completed his phlebotomy training.
New AXON Cameras issued and functioning.
RIMS Program up and running.

4. Other points of interest:

Fingerprints	13
Public Records Request	14
Prosecutor Request	9

CURRENT STAFFING

1. Chief Merrill
2. Lt. Bevington
3. Sgt. Holmes
4. Officer Gleeson
5. Officer Maly
6. Officer Ben Harrison
7. Officer Thomas Scruggs

Animal Control - Shane Phillips

Office Admin – Amy Slone, Zona Gilliam

RESERVE OFFICERS

1. Walker Richardson

VOLUNTEERS

Seven (7)

HIRING PROCESS UPDATE:

LATERALS (interviewed and in the process to be hired)

None at this time

ENTRY LEVEL (interviewed and in the process to be hired)

- Sean Fuller (Entry - just moved to Eagar from Texas) - 9/21 panel interview, physical abilities test and written exam completed, and is moving on to background investigations
- Matthew Ryan (Entry - lives in Greer) - 9/21 panel interview, physical abilities test and written exam completed, and is moving on to background investigations
- Cole Roosma (Entry level) Currently lives in Show Low, AZ. Panel interview, physical abilities test and written exam completed, and is moving on to background investigations
- Madeline Estes (Entry level) Currently lives in Phoenix, AZ. Panel interview, physical abilities test and written exam completed, and is moving on to background investigations

RECRUITS (cleared for/attending the academy)

- Cadet Sidney Aragon started the academy on 09/18/2023 and is also doing great! Graduates February 29, 2023.

INTERVIEWED (waiting on background)

None at this time. We have one scheduled for entry level interview and testing for the month January.

INTERVIEWED (not accepting at this time)

1. Steven Vickers (Entry from Eagar) - needs to improve physical fitness score, invited to test later this year

2. Joseph Estes (Entry from Lakeside) -needs to improve physical fitness score, invited to test later this year

APPLICANTS (waiting on necessary paperwork and to be interviewed)

- Ryan Starbuck (Tucson) - emailed for additional information.
- Joshua Ferber (Tempe) - emailed for additional information, no contact since 6/01/23

Dayson W Merrill, Chief of Police

Town of Springerville Police Department
418 E Main Street
Springerville, AZ 85938



**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 01/17/2023
SUBJECT: Consent Items

SUGGESTED MOTIONS:

I move we approve consent items 6a, and 6b 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, November 15, 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 pm. Mike Nuttall led the pledge of allegiance.

2. INVOCATION:

Minutes:

The invocation was offered by Rev. Anselm Amadi.

3. ROLL CALL:

Minutes:

The Town Clerk completed the Roll Call.

Present: Shelly Reidhead, Mayor; Richard Davis, Vice-Mayor; Douglas Henderson, Councilor;
Donald Scott, Councilor; Florencio Lozoya, Councilor

A quorum is present.

4. PUBLIC PARTICIPATION:

Minutes:

Terry Shove addressed the Mayor and Council. She updated that the school bond passed. This will significantly help the schools. She updated on Little League basketball skills camps that took place the past two weeks. Registration for the regular LL basketball season should open next

week. She invited everyone to the Presbyterian Church community Thanksgiving service on Sunday at 6:00 p.m. This is a major fundraiser for Round Valley Cares. They are running low on funds this year and unable to offer any more utility assistance. They were also only able to purchase 200 turkeys, last year it was closer to 400. She reminded everyone that RV Cares is a qualified organization for a state tax deduction. Lastly, she reminded everyone that the Reason for the Season concert will be on the first Monday in December. This is a community way of kicking off the Christmas season.

Henry Lever a resident of Springerville with the organization You Are the Power addressed the Mayor and Council. The dispute between the Town and the Hightowers has gone on for a month now regarding Joe Wood living in his trailer. He feels the Town has escalated this situation with the Police Department in attempt to intimidate those who spoke out regarding this issue. He explained Richie Reese has been trespassed from the homes of town employees and Town Hall for his social media post about the "kill dozer". The Police Department also went to his parent's house asking for him. He feels this is all based on rumor and the real motivation is clear that they are being targeted for exercising their First Amendment right. He said he will not stop and will continue the fight. He expressed his goal is still to save Grandpa but they will also exploit corruption and the first gift was given to him when one of the Mayors "goons" was arrested for being a pedophile. He pointed out the School Resource Officer being on the agenda right after that is interesting. He feels the town started this game and don't go cry to the papers when he is better at it.

Sarah Hightower addressed the Mayor and Council. She explained she is here because she feels the town has slandered her and her husband in the paper. She expressed she found a couple of reporters she feels are fair, and if she was lying she wouldn't be fighting. She brought a witness to the phone conversation in dispute. She feels if Mayor Reidhead was a true witness she would know exactly how it went. She asked a person who did not state their name for the record to make a statement. He expressed he heard the call and he heard something along the lines of profanity toward Sarah. Sarah feels the town is coming at them using the White Mountain Independent and she will fight this Council. She was asked when she called a Councilmember to put in a formal complaint to the Town Clerk. She did. She warned the audience if they ever file a complaint they could be slandered by the town. She does not like this leadership. She next addressed Terry in the audience and said she tried to take the right steps and was told there is no special permits. They are now on the agenda for December 12.

Nephi Hightower addressed the Mayor and Council. He said he sent a follow-up email to Manager Rasmussen that ended with "What say you?" and he has not received a response back and he is unsure if the Council saw that email. He said this is his family, life, and his town.

5. COUNCIL, MANAGER AND STAFF REPORTS:

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

Minutes:

Mayor Reidhead reported she attended a meeting for the coal transition last week. They are working with grant writers. She next reminded everyone as we enter into the holiday season to be mindful of our neighbors and remember we have a lot of needs in our community.

Councilor Doug Henderson reported on a Public Safety Personnel Retirement System

meeting, Officer Harrison was accepted into the system.

Councilor Florencio Lozoya reported he attended a meeting in Eagar. They had a lot of toys and will need help with their Christmas event. They are looking for two more elves to help hand out thousands of toys.

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

Minutes:

Manager Rasmussen updated on recently accomplished tasks with staff; The Cushman inventory book has been completed, Council Chambers received a new roof, Public Works updated the emergency manual for "water", the financial audit has been completed, new controls were installed at the Booster station, and the taxes being assessed on two Town properties are being corrected. He next updated on tasks and projects that staff are working on. The museum is getting new doors, meters and SCADA will be going on the water wells, staff is still working on GIS, finance is contacting everyone who was in our firefighter pension plan to cash out, staff is working with Loven Construction on architectural plans for the new RVPD, we are working on an impound lot behind Town Hall, he is training Stormy in the P & Z position, he is working with Manny on upcoming airport projects, updating the employee manual, and the washroom remodel at the community center, and staff is getting quotes on the community centers new roof.

c. Staff Reports: Summary Updates

Minutes:

Public Works Director, Robert Pena addressed the Mayor and Council. Council thanked Public Works for putting out the flags on Veterans Day. Robert explained he invited his staff to the meeting to help put faces to names, explain what they do, and remind the Council they are always welcome down at Public Works. Theryl Dillon is the newest addition to PW, he brings a lot of knowledge and experience. He introduced Jeremy King, who briefly left employment with Springerville and has returned. We are happy to have Jeremy back and he is currently our grease trap inspector. Samantha Dillion is the admin assistant, she is very valuable and helps with ADEQ and other necessary paperwork. Dan Boyle is not only the park guy, he operates heavy equipment and he is also one of the hardest workers on the crew. Tim Mohning is primarily the building maintenance but also helps with water, wastewater, and a CDL driver. Ray Barraza is not only the onsite wastewater treatment plant operator, but the glue that holds the crew together. Ray has been with us for 13 years. Kevin Plympton is the town mechanic, but he also helps with water, equipment operation, CDL driver, and is a leader for the crew. He has been with Springerville for over 9 years. Lastly, he introduced Fred Otero the recently appointed Foreman for the crew. Fred has been the wastewater treatment plant operator, heavy equipment operator, grease trap inspector, and supply manager. As a foreman, he has been up to the task and willing to do what needs to be done. He updated on the trees that were removed on South Mountain . He explained he understood the public's concern, however as they cut those trees they found that two were very rotten. Lastly, he updated that they will be decorating the town for the holidays prior to the Christmas light parade.

Kelsi Miller the Town Clerk updated on the progress of the website. It is on track and should

go live in March. Additionally, they have to convert the Town logo to SVG or Vector File. When doing so, if the Council would like to make any changes to the logo now would be an ideal time.

6. CONSENT ITEMS:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Council Donald Scott to approve consent items 6a and 6b as presented.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

- a. Consider approval of the October 18, 2023 Regular Council Meeting minutes.
- b. Consider ratification and approval of the accounts payable register from October 11, 2023 through November 6, 2023.

7. SPRINGERVILLE RIB THROWDOWN UPDATE:

Minutes:

Mike Nuttall with Better World BBQ and the Springerville Rib Throwdown gave an update on the 2023 event. They had 34 teams this year, so a few less than the prior year. Twenty-three teams cooked for "Peoples Choice" this year and they did not run out of ribs. They had roughly 840 racks of ribs. They again did the special raffle for teams that bring receipts from shopping locally. Teams spent roughly \$8,400 in Town in 24 hours. With funds from the event, they were able to donate \$7,500 to local charities and donations to the police department. The biggest complaint they received with the new location was the slope. Next year they plan to presale tickets to avoid the long line and add additional vendors. He has contacted the food network production company. This is Arizona's longest-running BBQ contest. He updated on the giant raffle stocking and the success of having teams bring a toy. They are also looking at putting together a food truck/vendor event and have talked with Western Drug regarding a location. He will be going to Stafford in March to help with their event. Lastly, he updated he hopes to get more people involved with helping hold the event so when he is ready to turn it over he can. Council thanked him for putting on a successful event.

OLD BUSINESS

NEW BUSINESS

8. PLANNING AND ZONING DIRECTOR:

Minutes:

DISCUSSION: Manager Rasmussen explained he and a hiring board interviewed for this position. Per the Town Code, this is a council-appointed position. He is making the recommendation to appoint Stormy Palmer.

ACTION: Motioned by Councilor Donald Scott and seconded by Vice-Mayor Richard Davis to appoint Stormy Palmer to the Planning and Zoning Administrator.

Vote results:

Ayes: 5 / Nays: 0

9. INTERGOVERNMENTAL AGREEMENT UPDATE WITH AZ DEPARTMENT OF REVENUE:

Minutes:

ACTION: Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to approve the IGA with the Arizona Department of Revenue for the collection of taxes.

DISCUSSION: None

Vote results:

Ayes: 5 / Nays: 0

10. INTERGOVERNMENTAL AGREEMENT FOR STUDENT RESOURCE OFFICER:

Minutes:

DISCUSSION: Manager Rasmussen explained he is asking they remove this item from the agenda and do not consider it due to staffing and the recommendation made by Chief Merrill to not move forward at this time. Council agreed.

ACTION: None

11. DECEMBER MEETING:

Minutes:

DISCUSSION: Council agreed that unless something pressing comes forward they would like to cancel the meeting. In the event they do need to hold a December meeting, they agree they can do one earlier in the month.

ACTION: Motioned by Councilor Donald Scott, seconded by Councilor Doug Henderson to not approve December's Council Meeting to be a special meeting.

Vote results:

Ayes: 5 / Nays: 0

12. TOWN MANAGER GOAL SETTING:

Minutes:

DISCUSSION: Council discussed the need to set goals for the Town Manager. They discussed doing so during a work session.

ACTION: Motioned by Councilor Donald Scott, seconded by Councilor Douglas Henderson to table this item until a Work Session in January at 5:00 p.m. prior to the Regular Council Meeting.

Vote results:

Ayes: 5 / Nays: 0

13. NOTICE OF CLAIM A. WRYE:

Minutes:

ACTION: Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to enter into executive session at 6:39 p.m.

Council reconvened back into Regular Session at 7:01 p.m.

Vote results:

Ayes: 5 / Nays: 0

14. ADJOURNMENT:

Minutes:

The meeting was adjourned at 7:02 p.m.

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.



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

Council Meeting January 17, 2024

Check Register

11/07/23 thru 01/08/24 Accounts Payable Expenses	\$405,895.85
Pay Period End 11/18/23 thru 12/30/23	\$479,932.73
ACH Payments 11/07/23 thru 01/08/24	\$345,010.56
Total Expensed Dollar Amount for Consent Agenda	\$1,230,839.14
Total Revenue Received 11/07/23 thru 01/08/24	\$1,958,796.86

Balances on all cash accounts as of January 8, 2024

Checking Account	\$7,543,526.55
LGIP Savings	\$4,521,296.08

Report Criteria:
 Report type: GL detail

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/08/2023	101107	Albertsons / Safeway	Water, Coffee, Tea PO#12232	61.75	11-215-5030
11/08/2023	101107	Albertsons / Safeway	Food for Employee Picnic PO#12270	152.14	01-105-5020
11/08/2023	101107	Albertsons / Safeway	Donuts Safety Mtg PO#12273	18.52	02-170-5030
11/08/2023	101107	Albertsons / Safeway	Charcoal for Town BBQ PO#12274	23.98	01-105-5020
11/08/2023	101107	Albertsons / Safeway	Drinks for employee BBQ PO#12337	34.98	01-105-5020
Total 101107:				291.37	
11/08/2023	101108	Apache Co Treasurer	October 2023 Docket Fees	2.51	01-000-2011
Total 101108:				2.51	
11/08/2023	101109	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	42.00	01-160-5077
11/08/2023	101109	AZ Dept of Corrections	Inmate Labor - HURF	98.00	02-170-5077
11/08/2023	101109	AZ Dept of Corrections	Inmate Labor - Water	56.00	10-210-5077
11/08/2023	101109	AZ Dept of Corrections	Inmate Labor - Sewer	42.00	11-215-5077
11/08/2023	101109	AZ Dept of Corrections	Inmate Labor - Head Start	42.00	20-260-5077
Total 101109:				280.00	
11/08/2023	101110	AZ Dept of Corrections(M)	Inmate Milage-Parks & Cemetery	21.63	01-160-5077
11/08/2023	101110	AZ Dept of Corrections(M)	Inmate MilageHURF	50.46	02-170-5077
11/08/2023	101110	AZ Dept of Corrections(M)	Inmate Milage-Water	28.84	10-210-5077
11/08/2023	101110	AZ Dept of Corrections(M)	Inmate Milage-Sewer	21.63	11-215-5077
11/08/2023	101110	AZ Dept of Corrections(M)	Inmate Milage-Head Start	21.62	20-260-5077
Total 101110:				144.18	
11/08/2023	101111	AZ Dept of Revenue	Annual admin and collections fee FY23/24	1,374.11	01-120-5027
Total 101111:				1,374.11	
11/08/2023	101112	AZ State Treasurer	Magistrate Payable October 2023	871.88	01-000-2011
Total 101112:				871.88	
11/08/2023	101113	Bashas	General Food PO#12150	98.51	20-260-5060

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101113:				98.51	
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - AC	31.69	01-135-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Bldg Maint	103.37	01-145-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Parks	57.69	01-160-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - HURF	44.00	02-170-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Airport	58.69	04-180-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Water	44.00	10-210-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Sewer	81.19	11-215-5018
11/08/2023	101114	Blue Hills Env Assn Inc.	November 2023 Services - Head Start	81.19	20-260-5018
Total 101114:				501.82	
11/08/2023	101115	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 101115:				461.54	
11/08/2023	101116	Clear Choice	Window Cleaning Airport PO#12177	750.00	04-180-5062
Total 101116:				750.00	
11/08/2023	101117	Davis Hardware	3/8" Sleeve/Comp Sleeve PO#12277	6.44	11-215-5061
11/08/2023	101117	Davis Hardware	Charcoal/Lighter Fi Town BBQ PO#12272	41.43	01-105-5020
11/08/2023	101117	Davis Hardware	Wire Stripper PO#12224	29.44	02-170-5073
11/08/2023	101117	Davis Hardware	Switch Pole PO#12224	3.70	01-145-5062
11/08/2023	101117	Davis Hardware	Long Reach Matches/ Mouse Traps PO#12224	14.82	02-170-5030
11/08/2023	101117	Davis Hardware	CREDIT taken from PB	20.09	11-215-5073
11/08/2023	101117	Davis Hardware	Shovel/Sledge hammer PO#12277	116.67	11-215-5073
Total 101117:				192.41	
11/08/2023	101118	Donald Scott Jr.	Mileage - Rual AZ Annual Meeting PO#12371	80.25	01-105-5017
11/15/2023	101118	Donald Scott Jr.	Mileage - Rual AZ Annual Meeting PO#12371	80.25- V	01-105-5017
Total 101118:				.00	
11/08/2023	101119	Future Tire	2X 12-16.5 tires PO#12229	478.94	10-210-5061
11/08/2023	101119	Future Tire	2X 11R22.5 tires PO#12229	739.37	02-170-5061
Total 101119:				1,218.31	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/08/2023	101120	Icon Solutions	Water Dist. Operator of Record- October 2023	2,000.00	10-210-5012
Total 101120:				2,000.00	
11/08/2023	101121	Lowes Business Acct/Syncs	PW Refrigerator PO#12284	402.17	10-210-5058
Total 101121:				402.17	
11/08/2023	101122	Mangum, Wall, Stoops and Warden, PLLC	Legal Town Attorney Fees October 2023	2,580.80	01-106-5138
Total 101122:				2,580.80	
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Withholding	6,331.35	01-000-2020
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Admin	841.60	01-115-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Finance	2,198.38	01-120-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - P&Z	834.10	01-125-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Police	19,097.67	01-130-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Animal Control	1,527.27	01-135-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Bldg Maint	1,538.87	01-145-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Heritage	874.42	01-150-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Mech Shop	614.15	01-155-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Parks	703.38	01-160-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - HURF	3,612.31	02-170-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Senior Center	1,531.02	03-175-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Airport	1,608.72	04-180-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Water	3,680.25	10-210-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - Sewer	2,936.79	11-215-5004
11/08/2023	101123	RAGHT	Nov 2023 Premiums - UofA SNAP Grant	830.35	55-430-5004
Total 101123:				47,092.43	
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Admin	123.32	01-115-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Police	1,579.64	01-130-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Animal control	176.76	01-135-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Bldg Maint	88.45	01-145-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Mech Shop	126.50	01-155-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Parks	224.28	01-160-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - HURF	39.18	02-170-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Water	19.60	10-210-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - Sewer	251.29	11-215-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - NACOG Transportation	69.81	13-225-5011
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - NACOG Home Delivery	69.81	15-235-5011

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/08/2023	101124	Rhinehart Oil Co. LLC	End of Month 1023 - SC Springerville Transportaion	69.81	42-365-5011
Total 101124:				2,838.45	
11/08/2023	101125	Sulton Weed and Pest Control	Bee and Wasp Control PO#12231	350.00	01-145-5062
Total 101125:				350.00	
11/08/2023	101126	The Rigg Law Firm PLLC	Prosecution Fees - Oct 2023	1,710.00	01-106-5068
Total 101126:				1,710.00	
11/08/2023	101127	Town of Eagar	Shared Svcs Verizon for laptops	1,075.47	01-100-5995
Total 101127:				1,075.47	
11/08/2023	101128	Summit Line Construction	Hydrant deposit refund	1,250.00	10-000-2038
Total 101128:				1,250.00	
11/08/2023	101129	Karen or Richard Stamp	water deposit refund	28.98	10-000-2025
11/08/2023	101129	Karen or Richard Stamp	Sewer Deposit Refund	50.00	11-000-2025
Total 101129:				78.98	
11/15/2023	101130	Blades Group LLC	Rock Asphalt 50# bags X62	1,364.00	02-170-5080
11/15/2023	101130	Blades Group LLC	Rock Asphalt Bulk Bag 1CY X3	1,650.00	02-170-5080
Total 101130:				3,014.00	
11/15/2023	101131	Brown & Brown Law Offices	Legal Water Adjudication Oct 2023	5,647.95	10-210-5033
Total 101131:				5,647.95	
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	3,850.00	02-170-5031
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	3,500.00	04-180-5031
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	2,350.00	10-210-5031
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	2,350.00	11-215-5031
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	3,750.00	16-240-5031
11/15/2023	101132	Colby & Powell, plc	Progress Bill for FY 23 Audit	2,700.00	01-120-5031

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101132:				18,500.00	
11/15/2023	101133	Cowboy Up Hay and Ranch Supply	Chain Loop, wood cutter bar, Bar Nut X2	88.33	02-170-5061
11/15/2023	101133	Cowboy Up Hay and Ranch Supply	Woodcutter bar	39.23	02-170-5061
Total 101133:				127.56	
11/15/2023	101134	Frontier	November billing - Admin	32.55	01-115-5016
11/15/2023	101134	Frontier	November billing - Finance	19.53	01-120-5016
11/15/2023	101134	Frontier	November billing - P&Z	32.55	01-125-5016
11/15/2023	101134	Frontier	November billing - Heritage	6.51	01-150-5016
11/15/2023	101134	Frontier	November billing - HURF	13.02	02-170-5016
11/15/2023	101134	Frontier	November billing - Water	13.02	10-210-5016
11/15/2023	101134	Frontier	November billing - Sewer	13.02	11-215-5016
11/15/2023	101134	Frontier	November billing - Airport	98.43	04-180-5016
Total 101134:				228.63	
11/15/2023	101135	LegalShield	Prepaid Legal November 2023	131.15	01-000-2019
Total 101135:				131.15	
11/15/2023	101136	Mohave Environmental Lab corp	Microbiological, Water analysis 1023	70.00	10-210-5123
11/15/2023	101136	Mohave Environmental Lab corp	Fecal Coliform, Total coliform, 1023	175.00	11-215-5123
11/15/2023	101136	Mohave Environmental Lab corp	Lead and Copper, metal prep 1023	285.00	10-210-5123
Total 101136:				530.00	
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Building Maint	689.09	01-145-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Police	472.60	01-130-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Animal Control	59.85	01-135-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	248.72	01-155-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	628.71	01-160-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - HURF	2,603.39	02-170-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Airport	1,051.44	04-180-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Water	3,698.85	10-210-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - Sewer	2,467.24	11-215-5021
11/15/2023	101137	Navopache Electric co-op Inc.	Electricity - SC Head Start	504.81	20-260-5021
Total 101137:				12,424.70	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/15/2023	101138	Sierra Propane	Propane Airport	262.30	04-180-5022
11/15/2023	101138	Sierra Propane	Propane Bldg Maint	470.54	01-145-5022
Total 101138:				732.84	
11/15/2023	101139	GT Enterprises AZ LLC	Water Deposit Refund Acct# 3.03025.07	89.00	10-000-2025
11/15/2023	101139	GT Enterprises AZ LLC	Sewer Deposit Refund Acct# 3.03025.07	79.06	11-000-2025
Total 101139:				168.06	
11/21/2023	101144	Aetna Life Insurance Company	November 2023 Premiums	923.01	01-000-2024
Total 101144:				923.01	
11/21/2023	101145	Aflac	November 2023 UY855	375.60	01-000-2024
Total 101145:				375.60	
11/21/2023	101146	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	41.25	01-160-5077
11/21/2023	101146	AZ Dept of Corrections	Inmate Labor - HURF	96.25	02-170-5077
11/21/2023	101146	AZ Dept of Corrections	Inmate Labor - Water	55.00	10-210-5077
11/21/2023	101146	AZ Dept of Corrections	Inmate Labor - Sewer	41.25	11-215-5077
11/21/2023	101146	AZ Dept of Corrections	Inmate Labor - Head Start	41.25	20-260-5077
Total 101146:				275.00	
11/21/2023	101147	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 101147:				461.54	
11/21/2023	101148	Dana Kepner Company	Pipe Thead PO#11657 Flare Copper To Male Iron	216.86	10-210-5129
11/21/2023	101148	Dana Kepner Company	Ball Valve/Female Iron Pipe Thread PO#12346	1,425.26	10-210-5129
11/21/2023	101148	Dana Kepner Company	Ford Reset Ball Check PO#12346	1,491.39	10-210-5129
11/21/2023	101148	Dana Kepner Company	Misc. Parts for Repair and Stock PO#12283	19,545.21	10-210-5129
11/21/2023	101148	Dana Kepner Company	Misc. Parts for Repair and Stock PO#12283	929.09	11-215-5129
Total 101148:				23,607.81	
11/21/2023	101149	Doyle's Auto Body , Inc.	Repairs PD#124 Ford Explorer PO#11901	5,278.24	01-130-5024
Total 101149:				5,278.24	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/21/2023	101150	GreatAmerica Financial Svcs	TH Lanier Lease Principal 015-1446074-000	421.72	01-115-5093
11/21/2023	101150	GreatAmerica Financial Svcs	TH Lanier Lease Interest 015-1446074-000	38.39	01-115-5094
11/21/2023	101150	GreatAmerica Financial Svcs	Color Copies - Admin	28.08	01-115-5019
11/21/2023	101150	GreatAmerica Financial Svcs	Color Copies - Finance	11.21	01-120-5019
11/21/2023	101150	GreatAmerica Financial Svcs	Color Copies - P&Z	56.15	01-125-5019
11/21/2023	101150	GreatAmerica Financial Svcs	Color Copies - HC	16.85	01-150-5019
11/21/2023	101150	GreatAmerica Financial Svcs	SC Lanier lease principal 015-1449186-000	118.81	16-240-5093
11/21/2023	101150	GreatAmerica Financial Svcs	SC Lanier lease interest 015-1449186-000	10.81	16-240-5094
Total 101150:				702.02	
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Admin	3.17	01-115-5010
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Finance	58.82	01-120-5010
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Police	37.95	01-130-5010
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Heritage	1.06	01-150-5010
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Water	75.00	10-210-5010
11/21/2023	101151	Pitney Bowes Purchase Power	Postage Nov - Sewer	75.00	11-215-5010
Total 101151:				251.00	
11/21/2023	101152	Quill	Toner	99.87	01-130-5009
11/21/2023	101152	Quill	Tabs, Calendars, File folders	136.77	01-115-5009
11/21/2023	101152	Quill	Calendars, pens, card stock, Eraser	296.83	01-120-5009
11/21/2023	101152	Quill	Front Desk Candy	56.57	01-120-5030
11/21/2023	101152	Quill	Phone Stand, Tablets, Labels, Pen, File folder	161.77	01-130-5009
11/21/2023	101152	Quill	PT, Trash Bags, Disinfecting Wipes	304.68	01-130-5059
11/21/2023	101152	Quill	TP, Mops, First aid, Soap, PT	350.64	01-145-5059
11/21/2023	101152	Quill	Calendars	13.03	01-150-5009
11/21/2023	101152	Quill	TP, Garb Bags, Cleaners,PT, Tape	1,381.69	01-160-5059
11/21/2023	101152	Quill	Toner, Pens, Clendars, Tabs	725.24	02-170-5009
11/21/2023	101152	Quill	Paper Plates, PT	189.90	02-170-5059
11/21/2023	101152	Quill	Pens, Coin Env, Folders, Calendars	336.86	03-175-5009
11/21/2023	101152	Quill	Mops, Dusters, Cleaners	204.18	03-175-5059
11/21/2023	101152	Quill	Napkins	180.15	03-175-5089
11/21/2023	101152	Quill	TP, Cleaners, Air Fresh, Garb Bags	309.54	04-180-5059
11/21/2023	101152	Quill	Plastic Wear	35.13	10-210-5030
11/21/2023	101152	Quill	Kleenix, PT	417.10	11-215-5059
11/21/2023	101152	Quill	Pens, Envelopes	77.66	01-120-5009
11/21/2023	101152	Quill	Mop Bucket	35.24	01-160-5059
11/21/2023	101152	Quill	Dymo Tape	49.59	02-170-5009
11/21/2023	101152	Quill	Tables	215.40	02-170-5058
11/21/2023	101152	Quill	Urinal Cakes	34.26	01-130-5059

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/21/2023	101152	Quill	Urinal Cakes	35.24	04-180-5059
11/21/2023	101152	Quill	Tables	123.27	02-170-5058
11/21/2023	101152	Quill	Desk	309.42	02-170-5058
11/21/2023	101152	Quill	Bleach	68.52	01-130-5059
11/21/2023	101152	Quill	Urinal Cakes	95.94	01-160-5059
11/21/2023	101152	Quill	Ink Pads	29.93	01-120-5009
11/21/2023	101152	Quill	Sheet Protectors	35.13	01-150-5009
11/21/2023	101152	Quill	Coffee	152.69	20-260-5060
11/21/2023	101152	Quill	Folders, Calculator, Hole Punch	248.52	01-125-5009
11/21/2023	101152	Quill	Printer	141.43	01-125-5058
11/21/2023	101152	Quill	Pens	22.18	03-175-5009
Total 101152:				6,874.37	
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Police	1,401.66	01-130-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Animal Control	75.23	01-135-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Bldg Maint	87.50	01-145-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Mech Shop	184.93	01-155-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Parks	191.52	01-160-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - HURF	272.34	02-170-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Water	126.61	10-210-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month 1123 - Sewer	159.04	11-215-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Transportation 1123	46.20	13-225-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Home Delivery 1123	46.20	15-235-5011
11/21/2023	101153	Rhinehart Oil Co. LLC	Mid Month - SC SPV Transportation 1123	46.20	42-365-5011
Total 101153:				2,637.43	
11/21/2023	101154	Shamrock Foods Co	General Food PO#12318	965.67	21-265-5060
11/21/2023	101154	Shamrock Foods Co	General Food PO#12318	775.17	21-265-5060
11/21/2023	101154	Shamrock Foods Co	General NonFood PO#12318	73.42	15-235-5089
Total 101154:				1,814.26	
11/21/2023	101155	Simpliverified	Background Check - T. Dillon	122.50	02-170-5012
11/21/2023	101155	Simpliverified	Background Check - S Palmer	105.80	01-125-5012
Total 101155:				228.30	
11/21/2023	101156	Sunstate Technology Group	SC Computer Purchase	2,564.12	20-260-5058

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101156:				2,564.12	
11/21/2023	101157	Town of Eagar	Magistrate Office Supplies Nov 2023	30.71	01-115-5009
11/21/2023	101157	Town of Eagar	1/2 NPC Electric Nov 2023	110.75	01-115-5048
Total 101157:				141.46	
11/21/2023	101158	White Mountain Publishing LLC	P&Z Director 10/03/23	134.40	01-125-5019
11/21/2023	101158	White Mountain Publishing LLC	Airport Attendant 10/03/23	100.80	04-180-5019
11/21/2023	101158	White Mountain Publishing LLC	PW Forman 10/03/23	100.80	02-170-5019
11/21/2023	101158	White Mountain Publishing LLC	Maint Worker I 10/03/23	134.40	02-170-5019
11/21/2023	101158	White Mountain Publishing LLC	P&Z Director 10/06/23	79.23	01-125-5019
11/21/2023	101158	White Mountain Publishing LLC	Airport Attendant 10/06/23	59.43	04-180-5019
11/21/2023	101158	White Mountain Publishing LLC	Maint Worker I 10/06/23	79.23	02-170-5019
11/21/2023	101158	White Mountain Publishing LLC	PW Forman 10/10/23	59.43	02-170-5019
11/21/2023	101158	White Mountain Publishing LLC	Airport Attendant 10/10/23	59.43	04-180-5019
11/21/2023	101158	White Mountain Publishing LLC	P&Z Director 10/10/23	79.23	01-125-5019
11/21/2023	101158	White Mountain Publishing LLC	PW Forman 10/06/23	59.43	02-170-5019
11/21/2023	101158	White Mountain Publishing LLC	Maint Worker I 10/10/23	79.23	02-170-5019
Total 101158:				1,025.04	
11/21/2023	101159	WMRMC	Med Clear Manley Lucas 10/22/23	75.00	01-130-5134
11/21/2023	101159	WMRMC	Med Clear Steven Sullivan 10/24/23	75.00	01-130-5134
11/21/2023	101159	WMRMC	Med Clear Manley Lucas 10/29/23	75.00	01-130-5134
Total 101159:				225.00	
11/21/2023	101160	Ardurra	WIFA Water Model & Master Plan	3,720.00	10-210-5301
11/21/2023	101160	Ardurra	WIFA NW Water Project	7,337.50	10-210-5301
11/21/2023	101160	Ardurra	WIFA NW Sewer Project	880.00	11-215-5301
Total 101160:				11,937.50	
11/21/2023	101161	Xerox Financial Services	Contract 020-0977404-001 10/30 to 11/29/23	196.73	01-130-5019
Total 101161:				196.73	
11/29/2023	101162	Albertsons / Safeway	General Food PO#12312	42.23	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12315	91.12	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12312	28.82	21-265-5060

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/29/2023	101162	Albertsons / Safeway	General Food PO#12316	139.35	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12316	32.87	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12316	67.42	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12320	26.70	20-260-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12316	44.06	21-265-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12320	44.74	20-260-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12320	29.15	20-260-5060
11/29/2023	101162	Albertsons / Safeway	General Food PO#12320	97.55	20-260-5060
Total 101162:				644.01	
11/29/2023	101163	American Legion Post #30	Dec 2023 Christmas Party for Town Employees	2,600.00	01-105-5020
Total 101163:				2,600.00	
11/29/2023	101164	Dakota Pump Inc	Parts per Quote #D23-234 PO#12278	7,185.35	11-215-5061
Total 101164:				7,185.35	
11/29/2023	101165	Miller, Kelsi	Secretary of State Elections training - Per Diem	75.00	01-115-5017
11/29/2023	101165	Miller, Kelsi	Secretary of State Elections training - Mileage	266.25	01-115-5011
Total 101165:				341.25	
11/29/2023	101166	NBA Bank Card Center	KM 7946 Zoom Monthly Subscription	15.99	01-115-5027
11/29/2023	101166	NBA Bank Card Center	KM 7946 Safeway Water	10.28	01-115-5030
11/29/2023	101166	NBA Bank Card Center	KM 7946 Vista Print Stormy P&Z	29.23	01-125-5019
11/29/2023	101166	NBA Bank Card Center	KM 7946 AMCI Best Practice	45.00	01-115-5017
11/29/2023	101166	NBA Bank Card Center	KM 7946 AMCA Winter Athenian	50.00	01-115-5017
11/29/2023	101166	NBA Bank Card Center	KM 7946 Christmas for Council	142.82	01-105-5020
11/29/2023	101166	NBA Bank Card Center	KM 7946 Vista Print F. Lozoya	37.52	01-105-5019
11/29/2023	101166	NBA Bank Card Center	KM 7946 Amazon - Notary Stamp	28.04	01-115-5009
11/29/2023	101166	NBA Bank Card Center	RA 7895 Dollar Tree White Board, Paddles	36.82	15-235-5089
11/29/2023	101166	NBA Bank Card Center	RA 7895 Dollar General TG Tables covers	75.75	15-235-5089
11/29/2023	101166	NBA Bank Card Center	RA 7895 Walmart TG Meal	199.26	21-265-5060
11/29/2023	101166	NBA Bank Card Center	RA 7895 Dollar Tree TG items	43.64	20-260-5089
11/29/2023	101166	NBA Bank Card Center	RA 7895 Dollar Tree Silverware	53.19	20-260-5089
11/29/2023	101166	NBA Bank Card Center	RA 7895 Amazon 2 Games	40.33	16-240-5030
11/29/2023	101166	NBA Bank Card Center	MB 9874 Amazon Tree & Fence Lights	759.18	01-105-5020
11/29/2023	101166	NBA Bank Card Center	MB 9874 Amazon Storage Totes	130.91	05-185-5095
11/29/2023	101166	NBA Bank Card Center	MB 9874 Amazon Signs for Casa	65.73	01-150-5088
11/29/2023	101166	NBA Bank Card Center	TR 0309 AC Recorder Filing Fees	300.00	01-115-5027

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11/29/2023	101166	NBA Bank Card Center	TR 0309 AC Recorder Service Fees	9.75	01-115-5027
11/29/2023	101166	NBA Bank Card Center	RP 8526 TrailRiders Safety Mtg	130.41	10-210-5017
11/29/2023	101166	NBA Bank Card Center	RP 8526 Amazon Ice Bags	33.80	11-215-5130
11/29/2023	101166	NBA Bank Card Center	RP 8526 Supply House Urinal Flange	2.34	01-145-5062
11/29/2023	101166	NBA Bank Card Center	RP 8526 Supply House Sloan Rebuild Kits	111.62	01-160-5062
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	105.59	10-210-5008
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	110.87	11-215-5008
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	105.59	01-160-5008
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	110.87	01-155-5008
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	105.59	01-145-5008
11/29/2023	101166	NBA Bank Card Center	RP 8526 Carhartt Jackets	316.77	02-170-5008
11/29/2023	101166	NBA Bank Card Center	CC1 6060 Amazon VHF Com Radio	298.89	04-180-5016
11/29/2023	101166	NBA Bank Card Center	CC1 6060 Amazon 6 Dr Rolling Tool Box	229.10	04-180-5064
11/29/2023	101166	NBA Bank Card Center	CC1 6060 ADOBE Yearly Subscription	261.71	01-125-5036
11/29/2023	101166	NBA Bank Card Center	CC1 6060 Amazon Office Chair P&Z	291.64	01-125-5058
11/29/2023	101166	NBA Bank Card Center	PD2 8420 Kindle Harrison's Phlebotomy Class	67.64	01-130-5019
11/29/2023	101166	NBA Bank Card Center	PD2 8420 USPS Postage Badge Returns	14.05	01-130-5010
11/29/2023	101166	NBA Bank Card Center	PD2 8420 Amazon Printer Paper Roll	36.25	01-130-5009
11/29/2023	101166	NBA Bank Card Center	PD2 8420 Amazon Printer Paper Roll	92.72	01-130-5058
11/29/2023	101166	NBA Bank Card Center	PD2 8420 Amazon USB Port, Charging Cble,Mesh Organizer	38.16	01-130-5009
11/29/2023	101166	NBA Bank Card Center	PD2 8420 Charge to be paid back	13.12	01-115-5030
Total 101166:				4,550.17	
11/29/2023	101167	Occupational Safety Services	Rand DOT Testing 10/19/23 T. Mohning	62.00	02-170-5134
Total 101167:				62.00	
11/29/2023	101168	Red Dirt Construction	NPC Bldg Roof Rep 50% to begin	6,175.00	01-145-5062
Total 101168:				6,175.00	
11/29/2023	101169	Shamrock Foods Co	General Food PO#12321	891.59	20-260-5060
Total 101169:				891.59	
11/29/2023	101170	Syn-Tech Systems	Fuel Master Mant 11/14/23 to 11/13/24	550.00	04-180-5061
12/13/2023	101170	Syn-Tech Systems	Fuel Master Mant 11/14/23 to 11/13/24	550.00- V	04-180-5061
Total 101170:				.00	
11/29/2023	101171	Luana Vigil	Water Deposit Refund Acct# 2.02310.04	24.67	10-000-2025

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
11/29/2023	101171	Luana Vigil	Sewer Deposit Refund Acct# 2.02310.04	15.29	11-000-2025
Total 101171:				39.96	
11/29/2023	101172	William Lucas	Water Deposit Refund Acct# 1.00950.10	21.28	10-000-2025
Total 101172:				21.28	
11/29/2023	101173	Valley Imaging Solutions	Senior Center Cont #CN041-01 base rate 10/24 to 11/23/2023	38.26	16-240-5061
Total 101173:				38.26	
12/06/2023	101178	Airnav LLC	Annual Buisness Listing for Airport Dec 2023 - Dec 2024	90.00	04-180-5025
Total 101178:				90.00	
12/06/2023	101179	Ascent Aviation Group, Inc.	Equiptment Rental - Dec 2023	350.00	04-180-5023
Total 101179:				350.00	
12/06/2023	101180	AZ Assoc Chief of Police	Membership Dues through Dec 2024	350.00	01-130-5025
Total 101180:				350.00	
12/06/2023	101181	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	30.00	01-160-5077
12/06/2023	101181	AZ Dept of Corrections	Inmate Labor - HURF	70.00	02-170-5077
12/06/2023	101181	AZ Dept of Corrections	Inmate Labor - Water	40.00	10-210-5077
12/06/2023	101181	AZ Dept of Corrections	Inmate Labor - Sewer	30.00	11-215-5077
12/06/2023	101181	AZ Dept of Corrections	Inmate Labor - Head Start	30.00	20-260-5077
Total 101181:				200.00	
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - AC	30.93	01-135-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Bldg Maint	101.87	01-145-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Parks	56.93	01-160-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - HURF	44.01	02-170-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Airport	57.93	04-180-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Water	44.01	10-210-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Sewer	80.43	11-215-5018
12/06/2023	101182	Blue Hills Env Assn Inc.	December 2023 Services - Head Start	80.43	20-260-5018

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101182:				496.54	
12/06/2023	101183	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 101183:				461.54	
12/06/2023	101184	Car Quest	Chevy Sil Mini Bulb	8.12	10-210-5024
12/06/2023	101184	Car Quest	AP Red Dump Oil, Hose	86.45	04-180-5061
12/06/2023	101184	Car Quest	Shop Hose Clamp	11.56	02-170-5024
Total 101184:				106.13	
12/06/2023	101185	Caselle, Inc	Contract Support Elec W-2s / 1099s	150.00	01-120-5014
Total 101185:				150.00	
12/06/2023	101186	Cowboy Up Hay and Ranch Supply	2X 40# Bag Dog Food PO#12303	63.17	01-135-5046
Total 101186:				63.17	
12/06/2023	101187	Dana Kepner Company	Alpha Caps 2", 4", 6" PO# 12341	1,591.74	10-210-5129
Total 101187:				1,591.74	
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Wire, Rope, Slip hooks	63.13	02-170-5020
12/06/2023	101188	Davis Hardware	SC Air Filter	19.59	16-240-5062
12/06/2023	101188	Davis Hardware	WW Air Filter	65.41	11-215-5062
12/06/2023	101188	Davis Hardware	Christmas -Becker Park Blue/White Lights	189.77	02-170-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Mini Lights	264.98	02-170-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Net lights, Staple Gun	125.39	02-170-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park 3/8 Staples	7.63	02-170-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Net lights	23.99	02-170-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Power Ctr, Cable Ties, Surge Prot	98.14	02-170-5020
12/06/2023	101188	Davis Hardware	Discount Taken	87.95-	02-170-5020
12/06/2023	101188	Davis Hardware	Heater	98.18	10-210-5058
12/06/2023	101188	Davis Hardware	Batteries	30.52	11-215-5020
12/06/2023	101188	Davis Hardware	Christmas / Becker Park Spray snow	16.34	02-170-5020
Total 101188:				915.12	
12/06/2023	101189	Ford Motor Credit Company LLC	Ref #9234904 - 2023 Ford F-250 Principal	4,084.57	11-000-2037

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/06/2023	101189	Ford Motor Credit Company LLC	Ref #9234904 - 2023 Ford F-250 Interest	954.62	11-215-5094
Total 101189:				5,039.19	
12/06/2023	101190	Harrison, Benjamin	Per Diem Phlebotomy Class PO#12307	150.00	01-130-5017
Total 101190:				150.00	
12/06/2023	101191	J & J Signs and Designs	4 - 14X42 signs 50% to begin	300.00	01-145-5062
Total 101191:				300.00	
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Bridget Brown	137.50	01-106-5055
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Mario Leon	137.50	01-106-5055
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Greg Chambers	192.50	01-106-5055
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Frederick Gibson	137.50	01-106-5055
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Ian Palmatier	137.50	01-106-5055
12/06/2023	101192	Law Office of Michael S Penrod, PLC	Defense Attorney-Charles Pulsipher	137.50	01-106-5055
Total 101192:				880.00	
12/06/2023	101193	Mangum, Wall, Stoops and Warden, PLLC	Legal Town Attorney Fees November 2023	3,700.42	01-106-5138
Total 101193:				3,700.42	
12/06/2023	101194	Napa Auto Parts	Ford Explorer Proformers	19.62	01-125-5024
12/06/2023	101194	Napa Auto Parts	Shop Tire Machine Valve	254.37	02-170-5061
12/06/2023	101194	Napa Auto Parts	PW #54 Air filter, Ball mount, Oil	132.26	01-160-5024
12/06/2023	101194	Napa Auto Parts	PW #46 Ford Tune up, funnel	464.79	02-170-5024
12/06/2023	101194	Napa Auto Parts	PD FD Expl Engine Mount, Oil	162.74	01-130-5024
12/06/2023	101194	Napa Auto Parts	Battery #53 Chevy	257.06	10-210-5024
12/06/2023	101194	Napa Auto Parts	PW #53 Chevy Air Flow Sensor, Low Beam Lt	123.50	10-210-5024
12/06/2023	101194	Napa Auto Parts	PW Cvy Dump Oil, filter, stabilizer	130.69	02-170-5024
12/06/2023	101194	Napa Auto Parts	Dis Eng Coil	52.28	10-210-5024
12/06/2023	101194	Napa Auto Parts	PW #54 F150 Glass	446.05	01-160-5024
12/06/2023	101194	Napa Auto Parts	PW #46 Ford Fuel Pump Assembly	285.69	02-170-5024
12/06/2023	101194	Napa Auto Parts	PW #46 Ford Fuel Pump Driver Mod	68.33	02-170-5024
12/06/2023	101194	Napa Auto Parts	PW #46 Ford Canister Purge Valve	44.95	02-170-5024
12/06/2023	101194	Napa Auto Parts	Shop Hose Clamp	16.80	02-170-5024
12/06/2023	101194	Napa Auto Parts	PW White Tractor Hose, fittings	53.79	02-170-5024
12/06/2023	101194	Napa Auto Parts	PW Jumping Jacks Parts	71.57	02-170-5061
12/06/2023	101194	Napa Auto Parts	PW Cvy Dump Oil, air, fuel filter, Oil Add Tri Prot	151.41	02-170-5061

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/06/2023	101194	Napa Auto Parts	PW 2 1/2 Battery Green Ratch	231.82	02-170-5024
12/06/2023	101194	Napa Auto Parts	CREDIT Core Dep Inv#202917	19.64-	02-170-5024
12/06/2023	101194	Napa Auto Parts	#53 Chevy Battery	216.01	10-210-5024
12/06/2023	101194	Napa Auto Parts	PW #99 F150 Front Convent, Spark Plug	49.07	01-160-5024
12/06/2023	101194	Napa Auto Parts	PW Brown F250 Oil, Front Convent	102.25	02-170-5024
12/06/2023	101194	Napa Auto Parts	SC Ford Escape Fr Brake Rotor	98.19	16-240-5024
Total 101194:				3,413.60	
12/06/2023	101195	Pitney Bowers Global Financial Services	Lease Principal - 9/30/2023-12/29/202	199.80	01-115-5093
12/06/2023	101195	Pitney Bowers Global Financial Services	Lease Interest - 9/30/2023-12/29/2023	18.18	01-115-5094
Total 101195:				217.98	
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Payroll Withholdings	6,174.27	01-000-2020
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Admin	841.60	01-115-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Finance	2,198.38	01-120-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - P&Z	1,668.20	01-125-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Police	16,836.69	01-130-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Animal control	1,527.27	01-135-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Bldg Maint	1,538.87	01-145-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Heritage	874.42	01-150-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Mech Shop	614.15	01-155-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Parks	703.38	01-160-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - HURF	4,442.65	02-170-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Senior Ctr	1,531.02	03-175-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Airport	804.36	04-180-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Water	4,095.43	10-210-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - Sewer	3,351.97	11-215-5004
12/06/2023	101196	RAGHT	Dec 2023 Premiums - UofA SNAP Grant	830.35	55-430-5004
Total 101196:				48,033.01	
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Admin	50.85	01-115-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Police	686.32	01-130-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Animal Control	83.23	01-135-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Bldg Maint	82.39	01-145-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Mech Shop	170.82	01-155-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Parks	157.21	01-160-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - HURF	187.90	02-170-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Water	11.39	10-210-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - Sewer	11.39	11-215-5011

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - NACOG Transportation	37.39	13-225-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - NACOG Home Delivery	37.39	15-235-5011
12/06/2023	101197	Rhinehart Oil Co. LLC	End of Month 1123 - SC Springerville Transportaion	37.40	42-365-5011
Total 101197:				1,553.68	
12/06/2023	101198	Simpliverified	Pre-employment BG Check - Donald Thompson - PO#12422	89.10	04-180-5012
Total 101198:				89.10	
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Admin	64.80	01-115-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Finance	52.49	01-120-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Police	305.96	01-130-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Animal Control	26.03	01-135-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Bldg Maint	19.12	01-145-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Heritage	29.11	01-150-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Mech Shop	9.27	01-155-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Parks	14.19	01-160-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - HURF	90.48	02-170-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Senior Center	32.40	03-175-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Airport	32.40	04-180-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Water	73.58	10-210-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - Sewer	63.13	11-215-5004
12/06/2023	101199	Standard Insurance Co, RA	Premium Dec 2023 - UofA SNAP Grant	22.30	55-430-5004
Total 101199:				835.26	
12/06/2023	101200	Sunstate Technology Group	Admin - Computer Services Dec 2023	253.51	01-115-5036
12/06/2023	101200	Sunstate Technology Group	Finance - Computer Services Dec 2023	253.51	01-120-5036
12/06/2023	101200	Sunstate Technology Group	P&Z - Computer Services Dec 2023	126.75	01-125-5036
12/06/2023	101200	Sunstate Technology Group	Police - Computer Services Dec 2023	2,535.07	01-130-5036
12/06/2023	101200	Sunstate Technology Group	Heritage - Computer Services Dec 2023	253.51	01-150-5036
12/06/2023	101200	Sunstate Technology Group	HURF - Computer Services Dec 2023	507.01	02-170-5036
12/06/2023	101200	Sunstate Technology Group	Airport - Computer Services Dec 2023	253.51	04-180-5036
12/06/2023	101200	Sunstate Technology Group	Water - Computer Services Dec 2023	126.75	10-210-5036
12/06/2023	101200	Sunstate Technology Group	Sewer - Computer Services Dec 2023	126.75	11-215-5036
12/06/2023	101200	Sunstate Technology Group	Senior Center - Computer Services Dec 2023	507.01	20-260-5036
12/06/2023	101200	Sunstate Technology Group	Admin - Telephone Services Dec 2023	54.56	01-115-5016
12/06/2023	101200	Sunstate Technology Group	Finance - Telephone Services Dec 2023	43.65	01-120-5016
12/06/2023	101200	Sunstate Technology Group	P&Z - Telephone Services Dec 2023	10.91	01-125-5016
12/06/2023	101200	Sunstate Technology Group	Police - Telephone Services Dec 2023	152.78	01-130-5016
12/06/2023	101200	Sunstate Technology Group	Animal Control - Telephone Services Dec 2023	10.91	01-135-5016

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/06/2023	101200	Sunstate Technology Group	Heritage - Telephone Services Dec 2023	32.74	01-150-5016
12/06/2023	101200	Sunstate Technology Group	HURF - Telephone Services Dec 2023	21.82	02-170-5016
12/06/2023	101200	Sunstate Technology Group	Airport - Telephone Services Dec 2023	32.74	04-180-5016
12/06/2023	101200	Sunstate Technology Group	Water - Telephone Services Dec 2023	10.91	10-210-5016
12/06/2023	101200	Sunstate Technology Group	Sewer - Telephone Services Dec 2023	10.91	11-215-5016
12/06/2023	101200	Sunstate Technology Group	SeniorCenter - Telephone Services Dec 2023	172.09	16-240-5016
Total 101200:				5,497.40	
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - M&C	59.95	01-105-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Admin	47.96	01-115-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Finance	35.97	01-120-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - P&Z	11.99	01-125-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Police	182.90	01-130-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Animal control	11.99	01-135-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Bldg Maint	11.99	01-145-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Heritage	35.97	01-150-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Park	11.99	01-160-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - HURF	59.95	02-170-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Senior Center	47.96	03-175-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Airport	23.98	04-180-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Water	35.97	10-210-5027
12/06/2023	101201	Trusted Tech Team Inc	MS365 Lic Dec 2023 - Sewer	23.98	11-215-5027
Total 101201:				602.55	
12/06/2023	101202	Verizon Wireless	November Statement -P&Z	91.64	01-125-5016
12/06/2023	101202	Verizon Wireless	November Statement -Police	629.88	01-130-5016
12/06/2023	101202	Verizon Wireless	November Statement -HURF	28.85	02-170-5016
12/06/2023	101202	Verizon Wireless	November Statement -Airport	51.63	04-180-5016
12/06/2023	101202	Verizon Wireless	November Statement -Water	83.12	10-210-5016
12/06/2023	101202	Verizon Wireless	November Statement -Sewer	57.31	11-215-5016
12/06/2023	101202	Verizon Wireless	November Statement -Bldg Maint	25.82	01-145-5016
12/06/2023	101202	Verizon Wireless	November Statement -SC Sprvl Transportation	51.63	42-365-5016
Total 101202:				1,019.68	
12/06/2023	101203	WebsitesThatWork.biz	Annual Website Hosting/Maintenance 1223	440.00	01-115-5012
Total 101203:				440.00	
12/06/2023	101204	Western Drug Co	3" Binders P&Z PO#12124	21.80	01-125-5009

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101204:				21.80	
12/06/2023	101205	WMRMC	Drug Screen Collision DR23-0299	172.94	01-130-5134
Total 101205:				172.94	
12/06/2023	101206	Nations Best	WW Repair Parts	37.56	11-215-5062
12/06/2023	101206	Nations Best	SC Nipple, Pipe, Thread Pipe	20.91	16-240-5062
12/06/2023	101206	Nations Best	Christmas / Becker Park PVC Tee, PVC Pipe	122.54	02-170-5020
12/06/2023	101206	Nations Best	Christmas / Becker Park Latex Paint, brushes	85.64	02-170-5020
12/06/2023	101206	Nations Best	Christmas / Becker Park Spray Paint, Drop Cloth, Tarp	82.96	02-170-5020
12/06/2023	101206	Nations Best	Christmas / Becker Park Spruce Wrap	17.31	02-170-5020
12/06/2023	101206	Nations Best	SC Panel, Putty, Floor Adhesive	99.25	16-240-5062
12/06/2023	101206	Nations Best	Paper Drop Cloth	14.16	02-170-5020
12/06/2023	101206	Nations Best	Christmas / Becker Park Sealing Tape	14.17	02-170-5020
12/06/2023	101206	Nations Best	Tie Wire, Tape Rule, Door Pull, Safety Hasp	55.80	02-170-5020
12/06/2023	101206	Nations Best	Christmas / Becker Park Cable Ties	14.38	02-170-5020
12/06/2023	101206	Nations Best	Bldg Maint Misc Parts	132.76	01-145-5062
Total 101206:				697.44	
12/06/2023	101207	York Technical Resources LLC	AWOS Tri annual inspection PO#12241	1,620.13	04-180-5061
Total 101207:				1,620.13	
12/13/2023	101208	Albertsons / Safeway	Card, Friut Tray, Orchid - Kelsi's Bday	59.18	01-115-5020
12/13/2023	101208	Albertsons / Safeway	PW - WW Cases of water	23.69	11-215-5030
12/13/2023	101208	Albertsons / Safeway	PW - Water - Water / Coffee	46.31	10-210-5030
Total 101208:				129.18	
12/13/2023	101209	Apache Co Treasurer	November 2023 Docket Fees	4.09	01-000-2011
Total 101209:				4.09	
12/13/2023	101210	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	27.37	01-160-5077
12/13/2023	101210	AZ Dept of Corrections	Inmate Labor - HURF	63.86	02-170-5077
12/13/2023	101210	AZ Dept of Corrections	Inmate Labor - Water	36.49	10-210-5077
12/13/2023	101210	AZ Dept of Corrections	Inmate Labor - Sewer	27.37	11-215-5077
12/13/2023	101210	AZ Dept of Corrections	Inmate Labor - Head Start	27.36	20-260-5077

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101210:				182.45	
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Admin	386.15	01-115-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Finance	193.08	01-120-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - P&Z	193.08	01-125-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Police	11,584.47	01-130-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Animal Control	965.38	01-135-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Bldg Maint	193.08	01-145-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Heritage	1,158.45	01-150-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Parks	386.15	01-160-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Mech Shop	193.08	02-170-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - HURF	7,916.08	02-170-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Airport	3,861.50	04-180-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Water	3,861.50	10-210-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Sewer	3,861.50	11-215-5053
12/13/2023	101211	AZ Muni Risk Retention Pool	Quarter 4 2023 - Senior Center	3,861.50	16-240-5053
Total 101211:				38,615.00	
12/13/2023	101212	AZ State Treasurer	Magistrate Payable November 2023	761.78	01-000-2011
Total 101212:				761.78	
12/13/2023	101213	Colby & Powell, plc	Final Invoice Prep for audited fnancials	9,500.00	01-120-5031
Total 101213:				9,500.00	
12/13/2023	101214	Donald Scott Jr.	Mileage - AC/NC Mayor & Concl Assoc.	58.25	01-105-5017
Total 101214:				58.25	
12/13/2023	101215	Icon Solutions	Water Dist. Operator of Record- November 2023	2,000.00	10-210-5012
Total 101215:				2,000.00	
12/13/2023	101216	Mohave Environmental Lab corp	Monitoring Well 1123	175.00	10-210-5123
12/13/2023	101216	Mohave Environmental Lab corp	Effluent Outfall 1123	305.00	11-215-5123
12/13/2023	101216	Mohave Environmental Lab corp	Forest Svc/Voigt Wells - Gross Alpha, Radium, Iso Uranium 10/31/23	1,020.00	10-210-5123
Total 101216:				1,500.00	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/13/2023	101217	Pitney Bowes Inc	3X Ink Carts for Mail Machine	321.28	01-115-5009
Total 101217:				321.28	
12/13/2023	101218	Rhinehart Oil Co. LLC	Bulk Fuel - HURF	2,457.37	02-170-5011
12/13/2023	101218	Rhinehart Oil Co. LLC	Bulk Fuel - Water	526.58	10-210-5011
12/13/2023	101218	Rhinehart Oil Co. LLC	Bulk Fuel - Sewer	526.58	11-215-5011
Total 101218:				3,510.53	
12/13/2023	101219	Roberts, Mark	1/2 Down Museum E/S Doors PO#12425	1,250.00	01-145-5062
Total 101219:				1,250.00	
12/13/2023	101220	Sierra Propane	Propane Building Maint	1,321.99	01-145-5022
12/13/2023	101220	Sierra Propane	Propane Police	537.08	01-130-5022
12/13/2023	101220	Sierra Propane	Propane Animal Control	323.73	01-135-5022
12/13/2023	101220	Sierra Propane	Propane Mechanic shop	83.54	01-155-5022
12/13/2023	101220	Sierra Propane	Propane HURF	194.92	02-170-5022
12/13/2023	101220	Sierra Propane	Propane Water	139.22	10-210-5022
12/13/2023	101220	Sierra Propane	Propane Sewer	139.22	11-215-5022
12/13/2023	101220	Sierra Propane	Propane Senior Center	704.63	16-240-5022
Total 101220:				3,444.33	
12/13/2023	101221	Syn-Tech Systems	Fuel Master Mant 11/14/23 to 11/13/24	550.00	04-180-5061
Total 101221:				550.00	
12/13/2023	101222	The Rigg Law Firm PLLC	Prosecution Fees - Nov 2023	1,890.00	01-106-5068
Total 101222:				1,890.00	
12/13/2023	101223	Udall, Travis	Reimbursement for retirement withholding	1,175.78	01-000-2017
Total 101223:				1,175.78	
12/20/2023	101227	Aetna Life Insurance Company	December 2023 Premiums	843.71	01-000-2024
Total 101227:				843.71	
12/20/2023	101228	Aflac	December 2023 UY855	563.40	01-000-2024

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101228:				563.40	
12/20/2023	101229	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	49.50	01-160-5077
12/20/2023	101229	AZ Dept of Corrections	Inmate Labor - HURF	115.50	02-170-5077
12/20/2023	101229	AZ Dept of Corrections	Inmate Labor - Water	68.00	10-210-5077
12/20/2023	101229	AZ Dept of Corrections	Inmate Labor - Sewer	49.50	11-215-5077
12/20/2023	101229	AZ Dept of Corrections	Inmate Labor - Head Start	49.50	20-260-5077
Total 101229:				330.00	
12/20/2023	101230	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 101230:				461.54	
12/20/2023	101231	Dana Kepner Company	3/4" meters, 1" water meter, 3/4X3" Full Clamp PO#12397	2,765.53	10-210-5129
Total 101231:				2,765.53	
12/20/2023	101232	Ferguson Prehung Doors, Inc.	Heritage Center Doors 1/2 Upon completion PO#12070	4,147.45	01-150-5071
Total 101232:				4,147.45	
12/20/2023	101233	Frontier	Airport Card Reader Dec 2023	98.43	04-180-5016
Total 101233:				98.43	
12/20/2023	101234	LegalShield	Prepaid Legal December 2023	138.30	01-000-2019
Total 101234:				138.30	
12/20/2023	101235	Mohave Environmental Lab corp	Microbiological, Water analysis 1223	70.00	10-210-5123
12/20/2023	101235	Mohave Environmental Lab corp	Fecal Coliform - Membrane Filter Tech	140.00	11-215-5123
Total 101235:				210.00	
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Building Maint	847.50	01-145-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Police	429.85	01-130-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Animal Control	59.96	01-135-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	198.03	01-155-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Parks & Cemetery	764.60	01-160-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - HURF	2,679.42	02-170-5021

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Airport	1,402.30	04-180-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Water	3,291.09	10-210-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - Sewer	2,583.36	11-215-5021
12/20/2023	101236	Navopache Electric co-op Inc.	Electricity - SC Head Start	537.04	20-260-5021
Total 101236:				12,793.15	
12/20/2023	101237	Pitney Bowes Purchase Power	Postage Dec - Admin	12.05	01-115-5010
12/20/2023	101237	Pitney Bowes Purchase Power	Postage Dec - Finance	126.70	01-120-5010
12/20/2023	101237	Pitney Bowes Purchase Power	Postage Dec - Police	14.51	01-130-5010
12/20/2023	101237	Pitney Bowes Purchase Power	Postage Dec - Water	301.37	10-210-5010
12/20/2023	101237	Pitney Bowes Purchase Power	Postage Dec - Sewer	301.37	11-215-5010
Total 101237:				756.00	
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Admin	53.57	01-115-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - P&Z	60.56	01-125-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Police	712.82	01-130-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Animal Control	72.73	01-135-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Mech Shop	107.28	01-155-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Parks & Cemetery	61.12	01-160-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - HURF	203.56	02-170-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Airport	36.78	04-180-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Water	24.88	10-210-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month 1223 - Sewer	211.71	11-215-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Transportation 1223	42.82	13-225-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Home Delivery 1223	42.81	15-235-5011
12/20/2023	101238	Rhinehart Oil Co. LLC	Mid Month - SC SPV Transportation 1223	42.81	42-365-5011
Total 101238:				1,673.45	
12/20/2023	101239	Shamrock Foods Co	General Food PO#12329	1,401.34	21-265-5060
Total 101239:				1,401.34	
12/20/2023	101240	SmartSign	Liberty Parks Hours signs PO#12357	72.08	01-160-5047
12/20/2023	101240	SmartSign	50 Traffic Cones PO#12357	1,980.26	02-170-5080
12/20/2023	101240	SmartSign	Liberty Parks Hours signs PO#12357	72.08	01-160-5047
Total 101240:				2,124.42	
12/20/2023	101241	Andrea Turner	Deposit Refund Account #3.02520.14	11.44	11-000-2025

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101241:				11.44	
12/20/2023	101242	Frankie Udall	Water Deposit Refund Acct# 1.00390.27	25.82	10-000-2025
12/20/2023	101242	Frankie Udall	Sewer Deposit Refund Acct# 1.00390.27	7.12	11-000-2025
Total 101242:				32.94	
12/20/2023	101243	Valley Imaging Solutions	Senior Center Cont #CN041-01 base rate 11/24 to 12/23/2023	38.26	16-240-5061
Total 101243:				38.26	
12/27/2023	101244	J & J Signs and Designs	4 - 14X42 signs 50% upon completion	300.00	01-145-5062
Total 101244:				300.00	
01/03/2024	101249	Albertsons / Safeway	General Food PO#12323	34.69	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12323	144.18	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12323	15.82	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12324	29.56	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12324	97.71	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12324	151.78	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12326	37.02	21-265-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12326	20.51	21-265-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12326	120.77	21-265-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	33.29	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	5.45	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	55.13	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	10.28	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	22.56	20-260-5060
01/03/2024	101249	Albertsons / Safeway	General Food PO#12330	47.68	20-260-5060
Total 101249:				826.43	
01/03/2024	101250	Ascent Aviation Group, Inc.	Equipment Rental - Jan 2024	350.00	04-180-5023
Total 101250:				350.00	
01/03/2024	101251	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	38.25	01-160-5077
01/03/2024	101251	AZ Dept of Corrections	Inmate Labor - HURF	89.25	02-170-5077
01/03/2024	101251	AZ Dept of Corrections	Inmate Labor - Water	51.00	10-210-5077
01/03/2024	101251	AZ Dept of Corrections	Inmate Labor - Sewer	38.25	11-215-5077

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
01/03/2024	101251	AZ Dept of Corrections	Inmate Labor - Head Start	38.25	20-260-5077
Total 101251:				255.00	
01/03/2024	101252	Brown & Brown Law Offices	water adjudication	6,719.70	10-210-5033
Total 101252:				6,719.70	
01/03/2024	101253	Butch L. Gunnets	Magistrate Judge Services	461.54	01-110-5012
Total 101253:				461.54	
01/03/2024	101254	Car Quest	Hyd Hose, 6MPX Gates PO#12351	109.89	02-170-5024
01/03/2024	101254	Car Quest	Battery PW Sweeper PO#12351	380.72	02-170-5024
Total 101254:				490.61	
01/03/2024	101255	GreatAmerica Financial Svcs	TH Lanier Lease Principal 015-1446074-000	403.13	01-115-5093
01/03/2024	101255	GreatAmerica Financial Svcs	TH Lanier Lease Interest 015-1446074-000	36.70	01-115-5094
01/03/2024	101255	GreatAmerica Financial Svcs	Color Copies - Admin	41.21	01-115-5019
01/03/2024	101255	GreatAmerica Financial Svcs	Color Copies - Finance	20.61	01-120-5019
01/03/2024	101255	GreatAmerica Financial Svcs	Color Copies - P&Z	41.22	01-125-5019
01/03/2024	101255	GreatAmerica Financial Svcs	Color Copies - HC	20.61	01-150-5019
01/03/2024	101255	GreatAmerica Financial Svcs	SC Lanier lease principal 015-1449186-000	113.19	16-240-5093
01/03/2024	101255	GreatAmerica Financial Svcs	SC Lanier lease interest 015-1449186-000	10.30	16-240-5094
Total 101255:				686.97	
01/03/2024	101256	Icon Solutions	Water Dist. Operator of Record- December 2023	2,000.00	10-210-5012
Total 101256:				2,000.00	
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Frederick Gibson	110.00	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Johnathan Newingham	93.50	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Ian Palmatier	77.00	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Brad Johnson	27.50	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Charles Pulsipher	66.00	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Greg Chambers	55.00	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Cindy Crick	220.00	01-106-5055
01/03/2024	101257	Law Office of Michael S Penrod, PLC	Defense Attorney-Bridget Brown	27.50	01-106-5055

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101257:				676.50	
01/03/2024	101258	Napa Auto Parts	Tune up kit F250 Brn Trk PO# 12350	96.00	02-170-5024
01/03/2024	101258	Napa Auto Parts	Cylinder F700 Plow PO#12350	997.54	02-170-5024
01/03/2024	101258	Napa Auto Parts	Pump F700 Dump Trk PO#12350	981.89	02-170-5024
01/03/2024	101258	Napa Auto Parts	Tran Flu Dexron PO#12350	56.16	02-170-5024
01/03/2024	101258	Napa Auto Parts	Nuts, Scrw, Adap, Hose fit PO#12350	96.62	02-170-5024
01/03/2024	101258	Napa Auto Parts	Oil, Filter PO#12350	169.52	01-130-5024
01/03/2024	101258	Napa Auto Parts	Bulk Trailer Wire PO#12350	194.20	11-215-5062
01/03/2024	101258	Napa Auto Parts	Mini Fuse Tap PO#12350	14.25	02-170-5024
01/03/2024	101258	Napa Auto Parts	22" Exactfitblade #53 Chevy PO#12350	28.06	01-160-5024
01/03/2024	101258	Napa Auto Parts	22" Exactfitblade #52 Ford PO#12350	28.06	10-210-5024
01/03/2024	101258	Napa Auto Parts	22" Exactfit beam PO#12350	49.20-	02-170-5024
01/03/2024	101258	Napa Auto Parts	22" Exactfit beam PO#12350	49.21-	02-170-5024
Total 101258:				2,563.89	
01/03/2024	101259	NBA Bank Card Center	KM 7946 Crown Awards - Council Christams PO#12338	80.12	01-105-5020
01/03/2024	101259	NBA Bank Card Center	KM 7946 Zoom montly subscription	15.99	01-115-5027
01/03/2024	101259	NBA Bank Card Center	KM 7946 Council Christmas Tags/Ribbon	4.36	01-105-5020
01/03/2024	101259	NBA Bank Card Center	Amazon - Name plate - Stormy	15.26	01-125-5009
01/03/2024	101259	NBA Bank Card Center	Visioneer Learning Cert Muni Court Trng	180.00	01-115-5017
01/03/2024	101259	NBA Bank Card Center	Adobe Pro Ann Renewal	261.71	01-115-5025
01/03/2024	101259	NBA Bank Card Center	KM 7946 Sheraton SoS Election Trng	520.09	01-115-5017
01/03/2024	101259	NBA Bank Card Center	KM 7946 Sheraton SoS Election Trng	39.99	01-115-5017
01/03/2024	101259	NBA Bank Card Center	RA 7895 Dollar Gen plates, cups PO#12317	10.36	20-260-5089
01/03/2024	101259	NBA Bank Card Center	RA 7895 Lowes Rubber mats, toilet seat	104.79	16-240-5030
01/03/2024	101259	NBA Bank Card Center	RA 7895 Dollae Gen Christmas Plates, bags PO#12325	18.55	16-240-5030
01/03/2024	101259	NBA Bank Card Center	RA 7895 Dollar Gen Decorarion, Misc PO#12322	76.98	16-240-5030
01/03/2024	101259	NBA Bank Card Center	RA 7895 Amazon Dixie Bowls PO#12319	31.05	15-235-5089
01/03/2024	101259	NBA Bank Card Center	RA 7895 Amazon Electric Roasters	425.40	15-235-5089
01/03/2024	101259	NBA Bank Card Center	MB 9874 Amazon Signs for Casa Site PO#12378	209.40	01-150-5088
01/03/2024	101259	NBA Bank Card Center	MB 9874 Safeway free lighting cookies PO#12396	24.69	01-105-5020
01/03/2024	101259	NBA Bank Card Center	MB 9874 Demers Glass Entire amount PO#12393	590.00	01-145-5062
01/03/2024	101259	NBA Bank Card Center	TR 0309 USPS Approved plans/permit to contractor PO#12122	10.75	01-125-5010
01/03/2024	101259	NBA Bank Card Center	TR 0309 USPS Mailed lost phone PO#12240	10.20	01-115-5010
01/03/2024	101259	NBA Bank Card Center	TR 0309 XA Bar & Grill Christmas PW/Mayor PO#12242	264.38	01-115-5030
01/03/2024	101259	NBA Bank Card Center	RP 8526 Amazon Iron Cat Gloves PO#12344	237.60	10-210-5978
01/03/2024	101259	NBA Bank Card Center	RP 8526 Amazon Hi Vis Vest PO#12344	76.36	10-210-5978
01/03/2024	101259	NBA Bank Card Center	CC1 6060 CREDIT ADOBE Yearly Subscription	261.71-	01-125-5036
01/03/2024	101259	NBA Bank Card Center	CC1 6060 Amazon Blue Print holder PO#12123	113.71	01-125-5058

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
01/03/2024	101259	NBA Bank Card Center	CC1 6060 Amazon Binders, Dividers PO#12123	36.93	01-125-5009
01/03/2024	101259	NBA Bank Card Center	PD2 8420 Avery's 76 - Fuel PO#12297	78.40	01-130-5011
01/03/2024	101259	NBA Bank Card Center	PD2 8420 Uhaul Rental PO#12297	119.04	01-130-5027
01/03/2024	101259	NBA Bank Card Center	PD2 8420 Ink Stamps PO#12301	45.79	01-130-5009
01/03/2024	101259	NBA Bank Card Center	PD2 8420 Blue 360 ARS Books PO#12305	324.94	01-130-5019
01/03/2024	101259	NBA Bank Card Center	PD2 8420 FX Tactical Equip for Academy PO#12304	259.24	01-130-5008
01/03/2024	101259	NBA Bank Card Center	TOS 1621 Nozzle Repl O Rings PO#12181	50.37	04-180-5061
01/03/2024	101259	NBA Bank Card Center	TOS 1621 Fueling Wing Mat PO#12181	170.78	04-180-5061
01/03/2024	101259	NBA Bank Card Center	TOS 1621 Safety Work Jacket Refl PO#12181	87.27	04-180-5978
01/03/2024	101259	NBA Bank Card Center	RA 7895 Adobe Yearly fee PO#	370.80	16-240-5025
Total 101259:				4,603.59	
01/03/2024	101260	Red Dirt Construction	NPC Bldg Roof Rep 50% upon completion	6,175.00	01-145-5062
Total 101260:				6,175.00	
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Police	912.00	01-130-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Animal Control	70.32	01-135-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Mech shop	189.37	01-155-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Parks	59.57	01-160-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - HURF	156.59	02-170-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Airport	204.91	04-180-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - Water	86.19	10-210-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - NACOG Transportation	38.31	13-225-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - NACOG Home Delivery	38.31	15-235-5011
01/03/2024	101261	Rhinehart Oil Co. LLC	End of Month 1223 - SC Springerville Transportaion	38.31	42-365-5011
Total 101261:				1,793.88	
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Admin	64.80	01-115-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 -Finance	41.85	01-120-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - P&Z	52.50	01-125-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 -Police	273.56	01-130-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Animal Control	26.03	01-135-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Heritage	29.10	01-150-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 -Mech Shop	9.27	01-155-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 -Parks	14.19	01-160-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - HURF	89.31	02-170-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Senior Center	32.40	03-175-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 -Airport	32.40	04-180-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Water	60.35	10-210-5004

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - Swer	58.75	11-215-5004
01/03/2024	101262	Standard Insurance Co, RA	Premium Jan 2024 - UofA SNAP Grant	22.30	55-430-5004
Total 101262:				806.81	
01/03/2024	101263	Steensma Lawn & Power Equipment, Inc.	Western Pro Plus Plow 8'6" PO#12354	7,405.00	02-170-5064
Total 101263:				7,405.00	
01/03/2024	101264	Sunstate Technology Group	Admin - Computer Services Jan 2024	253.51	01-115-5036
01/03/2024	101264	Sunstate Technology Group	Finance - Computer Services Jan 2024	253.51	01-120-5036
01/03/2024	101264	Sunstate Technology Group	P&Z - Computer Services Jan 2024	126.75	01-125-5036
01/03/2024	101264	Sunstate Technology Group	Police - Computer Services Jan 2024	2,535.07	01-130-5036
01/03/2024	101264	Sunstate Technology Group	Heritage - Computer Services Jan 2024	253.51	01-150-5036
01/03/2024	101264	Sunstate Technology Group	HURF - Computer Services Jan 2024	507.01	02-170-5036
01/03/2024	101264	Sunstate Technology Group	Airport - Computer Services Jan 2024	253.51	04-180-5036
01/03/2024	101264	Sunstate Technology Group	Water - Computer Services Jan 2024	126.75	10-210-5036
01/03/2024	101264	Sunstate Technology Group	Sewer - Computer Services Jan 2024	126.75	11-215-5036
01/03/2024	101264	Sunstate Technology Group	SC Head Start - Computer Services Jan 2024	507.01	20-260-5036
01/03/2024	101264	Sunstate Technology Group	Admin - Telephone Services Jan 2024	43.65	01-115-5016
01/03/2024	101264	Sunstate Technology Group	Finance - Telephone Services Jan 2024	32.74	01-120-5016
01/03/2024	101264	Sunstate Technology Group	P&Z - Telephone Services Jan 2024	10.91	01-125-5016
01/03/2024	101264	Sunstate Technology Group	Police - Telephone Services Jan 2024	174.60	01-130-5016
01/03/2024	101264	Sunstate Technology Group	Animal Control - Telephone Services Jan 2024	10.91	01-135-5016
01/03/2024	101264	Sunstate Technology Group	Heritage - Telephone Services Jan 2024	32.74	01-150-5016
01/03/2024	101264	Sunstate Technology Group	HURF - Telephone Services Jan 2024	21.83	02-170-5016
01/03/2024	101264	Sunstate Technology Group	Airport - Telephone Services Jan 2024	32.74	04-180-5016
01/03/2024	101264	Sunstate Technology Group	Water - Telephone Services Jan 2024	10.91	10-210-5016
01/03/2024	101264	Sunstate Technology Group	Sewer - Telephone Services Jan 2024	10.91	11-215-5016
01/03/2024	101264	Sunstate Technology Group	Senor Center - Telephone Services Jan 2024	172.13	16-240-5016
Total 101264:				5,497.45	
01/03/2024	101265	Town of Eagar	1/2 NPC Electric Dec 2023	110.75	01-115-5048
Total 101265:				110.75	
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - M&C	59.95	01-105-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Admin	47.96	01-115-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Finance	35.97	01-120-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - P&Z	11.99	01-125-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Police	182.90	01-130-5027

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Animal Control	11.99	01-135-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Bldg Maint	11.99	01-145-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Heritage	35.97	01-150-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Park	11.99	01-160-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - HURF	59.95	02-170-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Senior Center	47.96	03-175-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Airport	23.98	04-180-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Water	35.97	10-210-5027
01/03/2024	101266	Trusted Tech Team Inc	MS365 Lic Jan 2024 - Sewer	23.98	11-215-5027
Total 101266:				602.55	
01/03/2024	101267	Valley Auto Parts	Hdr Adt, 80 grit , Cut off wheel PO#12287	40.01	02-170-5024
Total 101267:				40.01	
01/03/2024	101268	Verizon Wireless	December Statement - P&Z	91.64	01-125-5016
01/03/2024	101268	Verizon Wireless	December Statement - Police	629.92	01-130-5016
01/03/2024	101268	Verizon Wireless	December Statement - HURF	28.65	02-170-5016
01/03/2024	101268	Verizon Wireless	December Statement - Airport	51.63	04-180-5016
01/03/2024	101268	Verizon Wireless	December Statement - Water	83.12	10-210-5016
01/03/2024	101268	Verizon Wireless	December Statement - Sewer	57.31	11-215-5016
01/03/2024	101268	Verizon Wireless	December Statement -SC Sprvl Transportation	51.63	42-365-5016
01/03/2024	101268	Verizon Wireless	December Statement - Bldg Maint	25.82	01-145-5016
Total 101268:				1,019.72	
01/03/2024	101269	WebsitesThatWork.biz	Website Hosting/Maintenance 0124	440.00	01-115-5012
Total 101269:				440.00	
01/03/2024	101270	Western Drug Co	2X 2" Binders P&Z	11.98	01-125-5009
Total 101270:				11.98	
01/03/2024	101271	Nations Best	Misc materials for OLD NPC bldg	253.45	01-145-5062
01/03/2024	101271	Nations Best	Bolts, nuts, screws, etc	23.84	01-160-5047
Total 101271:				277.29	
01/03/2024	101272	Xerox Financial Services	Contract 020-0977404-001 11/30 to 12/29/23	196.73	01-130-5019
01/03/2024	101272	Xerox Financial Services	Color copies	42.06	01-130-5019

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
01/03/2024	101272	Xerox Financial Services	B&W Copies	64.81	01-130-5019
Total 101272:				303.60	
Grand Totals:				405,895.85	

Summary by General Ledger Account Number

Town of Springerville, Arizona Proposed Agenda Item

Please add the following item to the Agenda for the next available Town Council meeting. Thank you.

Robert Peña Jr.

Requester

928-245-9471

Phone number

Date 11-7-23

Request:

Apache County Critical Incident Stress Management / Peer Support

would like to introduce their group and inform

Council on what they do.

RP

Please return form to the Town Manager or the Town Clerk and the items will be reviewed and may be placed on the next available agenda. Please keep presentations from 3 to 10 minutes. Thank you for your cooperation.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Heidi Wink, Finance Director
DATE: 01/17/2023
SUBJECT: Finance Policy Update

SUGGESTED MOTIONS:

I move we approve the finance policy update adding the section “Lease Reporting” as presented.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

It is the staff's recommendation to add the below section to the Finance Policy. This update has been discussed with the auditors.

Lease Reporting

The Governmental Accounting Standards Board has issued Statement No. 87, Leases (GASB 87), which establishes a single model for lease accounting based on the principle that leases are financings of the right to use an asset.

1. Lessees will recognize a deferred an intangible right-to-use asset and a lease liability.
2. Lessors will recognize a lease receivable and a deferred inflow of resources.

3. Contracts for service are not included in this standard. Contracts that contain both a lease component and a service component should be separated and only the lease component should be included.
4. The materiality threshold for GASB 87 leases has been established at \$50,000 for both lessee and lessor activities.
5. The lease term threshold for GASB 87 are leases with terms greater than 12 months, including options to extend if it is likely to be extended.
6. The lease must meet both the materiality and term thresholds to be considered a GASB 87 Lease.

Town of Springerville

Financial Policies and Procedures



Approved and adopted by the Mayor and Council of the Town of Springerville, Arizona Updated this 20th day of September, 2023

Town of Springerville Financial Policies & Procedures

Introduction

The Mayor and Council of the Town of Springerville understand that principles of sound financial management establish the framework for overall fiscal planning and management. The town has an important responsibility to its citizens to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public.

These adopted financial policies & procedures establish guidelines for the town's overall fiscal planning and management. Following these policies and procedures will enhance the town's financial health as well as its credibility. To achieve these purposes as the Town of Springerville continues to grow and develop, it is important to regularly engage in the process of financial planning including reaffirming and updating the financial guidelines.

Fiscal Planning and Budgeting

Fiscal planning refers to the process of identifying resources and allocating those resources among numerous and complex competing purposes. The primary vehicle for this planning is the preparation, monitoring and analysis of the town's budget.

1. The Town Manager and Finance Director shall submit to the Town Council a proposed annual budget, based on Council's established goals, and shall execute the budget as finally adopted, pursuant to Title 42, Chapter 17, Article 3, Section 17105 of the Arizona Revised Statutes, as amended. The Town will budget revenues and expenditures on the basis of a fiscal year which begins July 1 and ends on the following June 30. The Town Council shall adopt the budget for the following year on or before the third Monday in July each year.
2. The Town maintains its financial records in accordance with Accounting Principles Generally Accepted (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Springerville.

3. The operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues creating a balanced budget. The Town will not balance the current budget at the expense of meeting future year's expenditures.
4. The tentative budget shall be prepared on a line-item basis in sufficient detail to inform the Town Council of the sources of revenues and types of expenditures that are anticipated to be made in the upcoming year.
5. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the contingency to departments and/or funds, and transfers of appropriations between funds. Approved changes to the budget shall be documented by the Finance Director.
6. A monthly expense report will be prepared and distributed by the Finance Department to the Town Manager and all department heads. Department heads are required to monitor and control expenditures to prevent exceeding their total departmental expenditure budget. It is the responsibility of the department head to immediately notify the Town Manager of any exceptional circumstances that could result in a departmental expenditure budget to be exceeded.

Accounting, Auditing and Financial Reporting

Accounting, auditing and financial reporting form the informational infrastructure for public finance. Internal and external financial reports provide important information to the town's legislative body, management, citizens, investors and creditors.

1. The town's accounting and financial system will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. A fixed asset system will be maintained to identify all town assets, their condition, historical cost, replacement value and useful life.

3. A system of internal accounting controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets, the proper recording of financial transactions of the town, and compliance with applicable laws and regulations.
4. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an Annual Financial Statement and Independent Auditors Report.
5. Monthly financial reports will be made available to all departments summarizing financial activity and comparing actual revenues and expenditures with budgeted amounts.
6. Financial reports are given to the Town Council quarterly detailing the status of each department and the Town as a whole.

Capital Assets

Capital assets consist of land, buildings, equipment, furniture and any other real or personal property with an estimated useful life exceeding one year. A property control system is necessary to safeguard and properly account for these assets.

1. A detailed listing of capital assets having a unit cost of \$7,500 or more and a useful life of more than one year shall be established.
2. Capital assets are depreciated on a straight-line basis.
3. In consultation with department heads, the Finance Director assigns useful lives to individual assets based on asset category.
4. If an asset has been donated to the Town, the receiving department shall complete an asset acquisition form and submit it to the Finance Department.
5. Adequate insurance coverage shall be carried on capital assets, and maintenance shall be performed to keep the property in good condition.

6. Any loss, damage or theft of property shall be investigated and fully documented.
7. Departments shall report lost, stolen, or destroyed assets within ten working days of discovery to the Town Manager and Finance Director.
8. No asset will be sold, traded, donated or destroyed until a disposal of asset form is completed by the department and the disposal is approved by the Town Manager and Finance director.
9. A physical inventory of capital assets must be taken at least once every two years and reconciled to the detailed capital assets listing. The inventory should be taken by someone not keeping the asset records or having custody of the assets.
10. For capital projects, assets acquired through construction or assets acquired through similar multiple payments, a separate account code shall be created to track the costs to be capitalized. For existing assets, projects should be identified as to whether they are improvement projects or repair/maintenance projects. Improvement projects significantly extend the useful life of an asset or increase the value. Repair/Maintenance projects generally maintain the condition of an asset so that the expected useful life is attained.
11. All assets to be sold will be available to the public for purchase through an auction.

Lease Reporting

The Governmental Accounting Standards Board has issued Statement No. 87, Leases (GASB 87), which establishes a single model for lease accounting based on the principle that leases are financings of the right to use an asset.

1. Lessees will recognize a deferred an intangible right-to-use asset and a lease liability.
2. Lessors will recognize a lease receivable and a deferred inflow of resources.

3. Contracts for service are not included in this standard. Contracts that contain both a lease component and a service component should be separated and only the lease component should be included.
4. The materiality threshold for GASB 87 leases has been established at \$50,000 for both lessee and lessor activities.
5. The lease term threshold for GASB 87 are leases with terms greater than 12 months, including options to extend if it is likely to be extended.
6. The lease must meet both the materiality and term thresholds to be considered a GASB 87 Lease.

Bank Accounts and Bank Reconciliation

1. In accordance with Arizona Revised Statutes each bank account that the Town maintains over the FDIC insured amount shall be collateralized by the bank for the amount over the FDIC insured amount.
2. Council authorization shall be obtained prior to opening or closing any Town bank accounts.
3. Town Council, Town Manager, and Town Clerk shall be the authorized check signers on all bank accounts. Two signatures shall be required on all checks.
4. Authorization may be given by Council for selected staff to initiate and approve direct transfers of funds between Town bank accounts.
5. All bank accounts and related activity shall be properly recorded in the general ledger.
6. Each Bank account shall be reconciled monthly and on a timely basis to resolve any discrepancy. Reconciliations shall be signed and dated by the Finance Director and forwarded to Town Manager or Finance Accountant for review.

Once reviewed and signed, the reconciliations are returned to the Finance Director.

Petty Cash

A petty cash fund not to exceed \$100 will be established in departments where small purchases of supplies may occasionally be required. Small would be defined as less than \$25.00.

1. The Finance Director shall appoint a petty cash custodian for each department and he/she will be totally responsible for safeguarding the fund.
2. Petty cash custodian responsibilities:
 - Disburse cash from fund for authorized purchases only
 - Prepare a petty cash voucher for each disbursement of funds. The voucher must include the date, amount of disbursement, payee, purpose of disbursement, general ledger account to be charged, and signature of payee and approval of custodian.
 - Attach all supporting documents for the purchase, such as receipts, cash register tapes, etc., to the petty cash voucher. No disbursements are to be made without supporting documentation.
 - The custodian will turn in petty cash vouchers on a purchase order with back up documentation to the finance department for replenishment.
3. The requesting employee shall obtain the department head approval before purchases are made.

Cash Receipts

To describe the policies and procedures for obtaining and receipting all revenues received by the Town of Springerville.

1. Payments received through the mail and in the drop box shall be recorded on the checks in the mail excel spreadsheet. For each check received, state on the form

the name of the paying party, the check number, and the amount paid. Once all line items have been completed, enter the grand total in the total receipts field at the bottom of the form. Sign the form, and state the date on which the checks and cash were received. Also, stamp for deposit only on every check received.

2. Hand written receipts shall be in triplicate. Customers paying in person will be given a hand written receipt, customer's payment will be logged into the cash receipting program and a receipt printed and attached to the hand written receipt that will be put in the daily deposit.
3. All offices and employees shall relinquish receipted and/or contributed monies (cash, checks, money orders, cashier's checks, etc.), other than assigned petty cash tills, along with all associated supporting documentation to Finance Department personnel. These monies shall be relinquished on a daily basis, unless arrangements are made with the Director of Finance for deposits to be made on a less frequent basis. However, in no case shall deposits be relinquished to the Finance Department on less than a weekly basis.
4. Finance Department personnel shall process received monies through the computerized cash receipts system, unless special deposit procedures are utilized by relinquishing monies to the Finance Director (e.g., NSF checks, grant monies, ACH deposits and other transactions).
5. At the end of the day the Finance Clerk will print all necessary reports and review them. The register is checked against the reports and separated out in checks and cash. After the Finance Clerk confirms that the reports balance with the money drawer, the reports and money drawer are put in the finance department in the safe and locked for the evening.
6. The next morning the finance department will verify that the reports balance to the money drawer and prepare the daily bank deposit and updates the general ledger with payments from cash receipting. The deposit shall be taken to the bank every day by the finance department. All reports with bank deposit slip will be filed for audit.

Investment

It is the policy of the Town of Springerville to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands and conforming to all state and local statutes governing the investment of public funds.

1. The investment program of the Town of Springerville shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in Arizona Revised Statute §35-323.
2. The Town of Springerville will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted.
3. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
4. The Finance Director will follow A.R.S. §35-323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.
5. The primary investment objectives of the Town of Springerville are safety, liquidity, optimal yield and collateralization.
6. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town of Springerville that no investment is completely free of risk.
7. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs

(static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.

8. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
9. Collateralization - Securities will be registered in the name of the Town of Springerville.
10. Authority to manage internally or to delegate the management of the investment program of the Town of Springerville to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - Evaluating the performance of the externally managed portfolio.
 - Monitoring manager compliance with the investment policy.
 - Conveying the investment needs of the town to the external manager.
 - Developing investment strategy with the external manager.

Debt Management

The purpose of debt policy is to provide for the preservation and enhancement of the town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters and rating agencies. The town's overall debt management policy is to ensure that financial resources are adequate in any general economic situation to not preclude the town's ability to pay its debt when due.

1. The town will not use long-term debt to fund current operations or smaller projects that can be financed from current revenues or resources. The town will first attempt to utilize "pay as you go" capital financing and/or the use of operating funds where applicable.
2. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction

project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.

3. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bond or lease-purchase obligation in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bond and is excluded from the calculation of the annual debt service limitation. Whenever the town finds it necessary to issue revenue bonds, the following guidelines will be adhered to.
 - a. Revenue Bonds of the town will be analyzed carefully by the Finance Department and Town Manager for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
 - b. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 - c. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 - d. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 - e. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
4. The town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
5. The town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

6. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.

Reserve Fund Policies

Adequate reserve levels are a necessary component of the town's overall financial management strategy and key factor in external agencies' measurement of the town's financial strength.

1. The town will strive to maintain a program development fund (rainy day fund) with a target balance of \$2,000,000.00. These operating reserves are maintained to address temporary revenue shortfalls and should be held in the State Treasurer (LGIP). Payment of approved expenditures due to cash flow shortage; reserves for expenditures deemed necessary by the Mayor and Town Council; temporary short-term interfund loans, and other unanticipated expenses as approved by the Town Council. An annual contribution will be budgeted from General Fund resources as available to maintain the target reserve level.

Unclaimed Property

To establish policies and procedures for recording and handling unclaimed property.

1. On a monthly basis, review all checks that are still outstanding on all bank reconciliations.
2. If checks have not cleared after 90 days, the Finance Department will attempt to contact the individual or vendor. Checks held for pickup will be mailed after 14 days if not picked up.
3. If the individual/vendor cannot be reached or a mailed check is returned, the Finance Department shall void the check and place a copy of it in the individual, vendor or employee's file.
4. Record the voided check amount in the Unclaimed Property liability account.
5. If the vendor, or employee, contacts Finance after the check has been voided, reissue another check and remove the amount from the Unclaimed Property liability account. Place a copy of the reissued check in the vendor or employee's file.

6. On an annual basis, review all amounts in the Unclaimed Property liability account and identify those that have reached the period when payment must be turned over to the state.

Dishonored Checks

To describe the policies and procedures for recording and collecting amounts due from dishonored checks.

1. Upon receipt of notice from the bank that a check has been dishonored, the Finance Department issues a letter to the Payer (the party that issued the check) demanding payment for the amount of the check plus a returned check fee as established by Council resolution. This notice allows the Payer five (5) days from the receipt of the letter to remit the total amount due to the Finance Department or face collection from the Apache County Attorney Bad Check Program. A copy of this letter, a copy of the notice from the bank, and the original dishonored check are placed in a file for follow up.
2. The Finance Department notifies the department from which the check was collected of the dishonored check.
3. The original notice from the bank is placed in a file for bank reconciliation as backup.
4. An entry through the bank reconciliation process is made to record the reduction from the Town's bank account as well as record the amount of the check as an accounts receivable in the proper fund (General Fund, HURF Fund, etc.). Upon payment of the total amount due, the amount of the check is coded to accounts receivable, the returned check fee of \$35.00 is coded to Miscellaneous Revenues, and the total is coded to the Town's bank account.
5. If the Payer has not made payment in full, or payment arrangements, within the allowed timeframe, the check is forwarded to the Apache County Attorney Bad Check Program for collection. A copy of the Apache County Attorney's form as well as the entire backup is retained in the file for future reference.
6. Upon payment from the Apache County Attorney Bad Check Program, the backup from the file is attached to the receipt for reference.

7. All payments on dishonored checks must be collected by the Finance Department directly. Other departments are not authorized to collect payments or make payment arrangements.

Grants

To ensure grants are properly approved and accounted for.

1. It is imperative that the Finance Director be notified of any and all grant applications in order to comply with Federal Single Audit Requirements. All original grant applications, correspondence and approval or disapproval letter should be forwarded to the Finance Director, the requesting department should maintain a copy.
2. All grant applications must be approved by the Town Manager and Finance Director.
3. The town shall apply for only those grants that are consistent with the objectives and high priority needs previously identified by the Town Manager and/or Council. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.
4. The city shall attempt to recover all allowable costs direct and indirect associated with the administration and implementation of programs funded through grants. The city may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.
5. All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the town's objectives. When the potential for expenditures is \$50,000 or more, departments shall seek council approval prior to submission of the grant application. Should time constraints under the grant make this impossible, the department shall obtain written approval to submit the grant application from the Town Manager and then, at the earliest feasible time, seek formal council approval. Council will be informed of any financial obligations that will be incurred by the town. If there is a cash match requirement, the source of funding shall be identified prior to application.

6. The town shall terminate grant funded programs and associated positions when the grant has expired and funds are no longer available unless alternate funding is identified.
7. Monthly, quarterly or as required by the granting agency, the Finance Director shall obtain a listing of all applicable grant expenditures from the accounting system. Employee wages allocated to the grant must be documented and listed on a per pay period basis for allocated hours with relevant and allowable wage and ERE costs totaled.
8. After the reimbursement claim is prepared, it is forwarded to the Department for submission. Any discrepancy between the expenditures incurred and the reimbursement claim prepared shall be documented and returned to the Finance Director. Once approved by the Finance Director, the claim is submitted to the granting agency for reimbursement.
9. Finance Director prepares journal entries to record related receivables, transfer of monies for any matching requirements, or adjustment of expenditures as needed.
10. Finance staff maintains a file of pending reimbursement claims. Upon receipt of grant monies, staff ensures that the reimbursement received reflects the amount requested. If not, staff researches and resolves the discrepancy.
11. Finance staff periodically reviews the file of pending reimbursement claims to determine if any outstanding claims have not been received in a timely manner.

Management of Federal Grants

The Town shall abide by all requirements stipulated in 2 C.F.R. § 200. Specific considerations are detailed below.

Part A: Advance Payments

1. If feasible, the town shall incur expenditures under a Federal award prior to requesting reimbursement from the Federal grantor.
2. If the town's immediate cash requirements necessitate it, the town shall request advance payment under a Federal award. Requests for advance payment must be approved by the Finance Director before being submitted to the Federal grantor.

3. The Finance Director shall only approve submission of a request for advance payment if the town first has exhausted (or will exhaust) its cash available from program income, rebates, refunds, contract settlements, audit recoveries, and interest.
4. When an advance payment is requested, the town shall minimize to the extent feasible both the amount of funds requested and the time elapsing between the town's receipt and disbursement of those funds.
 - a. To minimize the time elapsing between receipt and disbursement of advance payments, the town shall create a schedule of expected disbursements under a federal project. The town's goal shall be to disburse advance payments within five business days of receipt.
5. In order to remain eligible for advance payments under 2 C.F.R. §200(305), the town shall comply with all project objectives of Federal awards and avoid delinquency on any debt to the United States.
6. The town shall deposit and maintain advance payments in an insured account.
7. The town shall maintain advance payments in an interest-bearing account unless any of the following apply:
 - a. The town has received less than \$120,000 in Federal awards in the current fiscal year.
 - b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - c. The depository would require an average or minimum balance so high that it would not be feasible relative to expected Federal and non-Federal cash resources.
8. The town shall retain interest earned under point #7 in an amount up to \$500 per fiscal year. Any additional interest earned under point #7 shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) using Automated Clearing House (ACH) network.
 - a. Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions). Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system.
 - b. The remittance must be submitted as follows:

Routing Number: 051036706

Account number: 303000

Bank Name and Location: Credit Gateway – ACH Receiver St. Paul, MN

Part B: Cost Allowability

Springerville will maintain cost allowability controls per 2 C.F.R. §§200(400) and 200(401). Springerville runs the risk of incurring unallowable costs which must be repaid if the town does not abide by the rules laid out herein.

1. Factors Affecting Allowability of Costs

The town shall only submit costs for reimbursements under Federal awards if the costs meet the following criteria:

- a. Be necessary and reasonable¹ for the performance of the Federal award and be allocable² thereto under these principles.
- b. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- c. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the town.
- d. Be accorded consistent treatment³. A cost may not be assigned to a Federal award as a direct cost⁴ if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost⁵.
- e. Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or

¹ 2 C.F.R. §200(404) "Reasonable Costs"

² 2 C.F.R. §§200(405) "Allocable Costs", 200(406) "Applicable Credits", and 200(407) "Prior Approval"

³ See Appendix V to Part 200—State/Local Governmentwide Central Service Cost Allocation Plans & Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, CFR

⁴ 2 C.F.R. §200(413) "Direct Costs"

⁵ 2 C.F.R. §200(414) and Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals

a prior period. See also 2 C.F.R. §200(306) Cost sharing or matching paragraph (b).

g. Be adequately documented as per 2 C.F.R. §§200(300) through 200(309).

2. Special Considerations (Cost Allocation Plans and Interagency Service)

The cost of services provided by one agency to another within the town may include allowable direct costs of the service plus a prorated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200 – State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans. Springerville may charge a higher indirect rate but must refer to the Code of Federal Regulations for instructions regarding an indirect cost rate proposal.

3. General Provisions for Selected Items of Cost

The determination as to allowability in each case should be based on the treatment provided for similar or related items of cost and based on the principles described in 2 C.F.R. §§200(402) through 200(411). Criteria outlined in 2 C.F.R. §200(403), Factors affecting allowability of costs, must be applied in determining allowability. See also 2 C.F.R. §200(102), Exceptions. Specific guidelines for many selected items are provided in 2 C.F.R. §§200(421) through 200(475).

Donations & Special Events

To ensure that donations received by the town are properly reviewed, accepted, accounted for and reported.

1. Donations without direct guidance from the donor shall be received into the general fund as unrestricted monies.
2. Employees of the town may not impose their own restrictions on received donations. Only direct communication from the donor may restrict the use of a donation.
3. Donations are not officially received and accepted until they are deposited by the town.

4. The Finance Director shall be notified as soon as any donations are received, pledged or expected.
5. Donations that are restricted in form by the donor as to use or timing of use or any further conditions open the use of such monies must be approved by the Finance Director. Restricted Donations may be returned if it is determined by the Finance Director to be in the town's best interest to do so.
6. Restricted donations must be received with the following information in writing.
 - Donor's name
 - Donor contact information
 - Conditions of use
7. Restricted donations shall be identified and tracked in the general ledger and reconciled on a quarterly basis.
8. All income generated through the sale of goods and services including program fees, contracts, retail sales, admissions and fund raisers shall be brought to the finance department for deposit daily.

Purchasing

The Town of Springerville desires to establish and maintain an efficient, effective and economical purchasing policy that encourages purchases from Springerville and other local businesses, for the town. To protect the town's assets and minimize the probability of abuse, favoritism and other unfair procurement practices, internal controls have been developed and implemented to assure adherence to the town council's approved purchasing policy. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the town, shall be made by the purchasing agent, or any officer, employee or agent of the town, except in the manner set forth in this section, and unless said purchase is in accordance with the adopted town budget.

- A. The Town Manager is the chief purchasing agent for the Town of Springerville. Responsibility for administering established purchasing policies and procedures has been delegated to the Finance Director.
- B. The finance department shall require all vendors to fill out a W-9. Finance will keep the W-9's on file in the finance department.

- C. All purchases for services, projects and commodities must be initiated by a purchase order, it is important that the purchase order be filled out correctly and completely. Be sure to include the budget account number. If the purchase is being allocated to more than one account number, be sure to list all the account numbers and the amount being allocated to each. The total allocation must match the total cost.
- D. A standing purchase order may be used for monthly recurring expenses. The standing purchase order shall be approved by the Town Manager and the Finance Director. All standing purchase orders will expire at the end of each fiscal year. An estimated cost for the fiscal year shall be printed on the standing purchase order along with the general ledger account number used for the expense.
- E. All purchase orders must be approved and signed by the department head along with the Town Manager and /or Finance Director prior to purchase.
- F. Purchases in the following ranges will be made in accordance with these purchasing procedures. Employees will make every attempt possible to purchase items from local town businesses:
- a. \$0--\$1,000 Purchases will be made by the department head according to the Town of Springerville purchasing procedures. To the extent practicable, purchases within this dollar range shall be distributed equitably among equally suitable suppliers.
 - b. \$1,001--\$10,000 Purchases will be made by the department head according to the Town of Springerville purchasing procedures and will require three verbal quotes. The department head will attach a verbal quote form to the purchase order with all information filled out.
 - c. \$10,001---\$30,000 Purchases will be made by the department head according to the Town of Springerville purchasing procedures and will require three written quotes attached to the purchase order.
 - d. Whenever any contemplated purchase or contract for services is for a sum exceeding \$30,000, the sealed bid process described in Items 7 through 9 shall be followed if the following conditions are present:
 - A complete, adequate, and realistic specification or purchase description is available;
 - Two or more responsible bidders are willing and able to compete effectively for the business; and

- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of the price
If the purchaser believes that the above conditions are not present, the purchaser may submit a request to the Finance Director to follow the competitive proposal process described in Items 10 and 11. Permission to follow the competitive proposal process shall be at the discretion of the Finance Director.

7. Sealed bids: The Town Clerk or the purchasing designee shall cause to be published in two issues of a newspaper of general circulation notice inviting bids, which notice shall be published at least ten days prior to the date set for the receipt of bids. The notice required by this paragraph shall include a general description of the purchase or services to be performed and the time and place for opening bids. In addition, the Town Clerk or purchasing designee shall post a notice inviting bids in the town hall and may also mail and post on the town's website to all responsible prospective suppliers a copy of the notice inserted in the newspaper. The bid shall be awarded by the Town Manager and purchasing designee.

8. Except as provided in state law, the Town Clerk or purchasing designee shall follow the procedure set forth in this section for all purchases and contracts subject to the sealed bidding process:

- a. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted.
- b. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
- c. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
- d. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted in town hall for public inspection.
- e. All bidders shall be notified in writing of the award or rejection of any and all bids.

9. Determination of the lowest responsible bidder in a sealed bid solicitation will be made from the following factors:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b. Whether the bidder can perform the contract or provide the service promptly or within the specified time, without delay or interference.
- c. The quality performance of previous contracts.
- d. The previous and existing compliance by the bidder with laws and ordinances of the town.
- e. The financial recourses and ability of the bidder to perform the contract.
- f. The quality, availability and adaptability of the supplies or services.
- g. The ability to be bonded and insured for the required amount.

10. Competitive proposals: If the competitive proposal process is followed, requests for proposals must be publicized and identify all evaluation factors and their relative importance. Prior to publicizing the proposal, the town shall develop a written method for conducting technical evaluations of the proposals received and will subsequently adhere to that method. Such method shall include review of the proposals by at minimum two town employees of adequate expertise who are free of conflicts of interest relative to the potential suppliers.

11. In a competitive proposal, price must be considered as a factor in the selection of supplier. However, price will not be the principal factor, as the selection of supplier will be determined by the evaluation factors developed as described in Item 10.

12. The Town Manager and Finance Director shall have the authority to require a performance bond, in an amount as the Town Manager and the Finance Director may deem sufficient to secure the execution of a contract for construction.

13. Purchases through the State of Arizona procurement office or other governmental agencies will not require competitive bids, quotations or publication, since this process has already been completed by these agencies.

14. Contracts for professional services for which the development of detailed specifications would be difficult or not advantageous to the town may be procured through the use of request for proposals or request for qualifications.

15. The Town Manager or Finance Director is authorized to waive these procedures when it is deemed necessary to make an emergency purchase for repairs, machinery, equipment or buildings. The Town Manager shall provide a report to the Town Council of any emergency purchases made as soon as time allows.

16. Sole source providers - In the event that there is only one firm or vendor which can provide the service or commodity required, or a public emergency will not permit a delay resulting from competitive solicitation, the procedures specified need not be followed and the goods or services may be secured without bidding. The Town Manager and Finance Director shall approve such action in advance of the purchase.

Conflict of Interest

The conflict-of-interest provisions of State law, as per A.R.S. § 38-501, and Federal law, as per 2 CFR § 200.318 and as applicable, shall be adhered to in all instances.

1. All officers, employees, agents, contractors, and other representatives of the Town shall make every effort to assure the public that measures are in place to identify and prevent conflicts of interest in the implementation, acquisition, and award of contracts or in the sale or purchase of property or services to, or for, the Town.
2. All officers, employees, agents, contractors, and other representatives of the Town shall avoid the appearance of impropriety in any transaction regarding the Town, including the awarding of contracts or the purchase or sale of any real or personal property or services.
3. The Administration Department shall be responsible for ensuring that the applicable provisions of the conflicts of interest laws are made known to all officers, employees, agents, contractors, representatives, and all persons or companies who may have an interest or submit a proposal or bid on any contract, sale, purchase or service with the Town of Springerville.
4. No officer, employee, agent, contractor, or other representative of the Town shall solicit or accept gratuities, favors, benefits, offer of employment, or anything of monetary value from contractors, potential contractors, or any individual or entity

with a financial interest or tangible personal benefit with any decision, approval, disapproval, recommendation, or preparation pertaining to any program requirement or a contract or subcontract, or to any solicitation, bid, or proposal by way of the following:

- a. a program requirement or a purchase request;
 - b. influencing the content of specifications or procurement standards;
 - c. advice, investigation, auditing, or any other advisory communication or service;
 - d. any proceeding or application;
 - e. request for ruling, determination, claim or controversy, or other particular matter.
5. Any payment, gratuity, favor, benefit, offer of employment, or anything of monetary value made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order is in violation of conflict-of-interest policy.
- a. Violation of this policy shall constitute grounds for termination of a contract with the town and debarment of the vendor from doing any further business with the town.
6. Any officer, employee, agent, contractor, or other representative of the Town may violate this policy by intentionally or knowingly engaging in a conflict-of-interest violation or by recklessly or negligently engaging in a conflict-of-interest violation.

Violation of this policy shall constitute grounds for reprimand or termination of employment or contractual agreement with the Town.

Credit Card Use

This policy is to help guide all town staff as to the proper use and reporting of town credit cards.

1. The Town Manager is the administrator of this policy and designates the Town Clerk and Finance Director to be responsible for the issuance and retrieval of assigned municipal credit cards to personnel.
2. To receive your assigned or temporary use credit card, all employees must read the policy and sign the credit card agreement. The credit card agreement will be filed in the employee's personnel file.
3. Cardholder responsibilities:
 - a. Ensure that the credit card is used in compliance with the town's purchasing policies.
 - b. Only authorized employees of the Town of Springerville may use the municipal credit card.
 - c. A municipal credit card may be used for the purchase of goods or services only for official business of the Town of Springerville.
 - d. The employee using the credit card must submit all receipts, documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation.
 - e. Above said receipts and documentation must be submitted to the finance department in a timely manner to reconcile against the monthly credit card statement.
 - f. The employee who has been issued a card is responsible for its protection and custody and shall immediately notify the Town Clerk or Finance Director if the card is lost or stolen.
 - g. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted.
 - h. Employees must immediately surrender the card upon termination of employment. The town reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.
4. The Finance Director shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
 - b. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
 - c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
 - d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 30 days of initial statement date.
 - e. Compliance with State of Arizona records retention requirements for safekeeping of statements and receipts.
5. Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary actions under the town's personnel policies up to and including termination.

Travel & Training

This policy has been established to provide uniform guidelines for proper, complete, and timely authorization and reimbursement of reasonable business travel expenses incurred by appointed officials, town employees and other persons who are authorized to officially represent the city at various conferences, meetings, conventions, seminars, and other functions. It is the goal of the town to provide reasonable accommodations so that the traveler has neither out-of-pocket loss nor gain as a result of city sponsored travel.

1. All travel and training shall be pre-approved by the Town Manager and Department Head.
2. Any travel reimbursement claims shall be submitted to the Finance Department using the travel/training reimbursement form within five (5) business days after the end of trip.
3. Any expenses incurred for items such as alcohol, telephone calls (except when business related), in room movies, etc. shall not be covered by the Town and are the employee's responsibility.

4. Upon approval of the travel/training request, the department head makes the necessary travel arrangements and prepays lodging and travel costs as appropriate. All travel/training arrangements are recorded on the travel/training authorization and expense form.
5. For advances of per diem allowances, employees must submit a complete and approved travel/training authorization and expense advance form to the Finance Department with back up documentation no later than five (5) working days prior to the date of travel.
6. An employee on town travel status, who extends the travel for his /her own convenience or enjoyment when such is not required by the town, is not entitled to the allowance for meals or lodging.
7. Employees shall be responsible for any fines or traffic violations incurred while traveling on town business in either a town vehicle or personal vehicle.
8. Lodging eligibility
 - a. Employee must be on authorized travel status
 - b. Travel must be outside a 100-mile radius of the corporate town limits and a multi-day event or an early morning meeting, training and or seminar. Early morning requirement is 8:00 a.m. or earlier.
 - c. Lodging must be at a commercial establishment to be eligible for reimbursement.
 - d. Lodging is covered at a single room rate unless sharing a room with another town employee.
9. A receipt from the commercial establishment must be submitted to the Finance Department within the first week back to work after travel.
10. Meals
 - a. Breakfast – If the employee leaves for the training/meeting session prior to 7:00 a.m. he/she is entitled to a per diem of \$10.00

- b. Lunch - If the employee leaves for the training/meeting session prior to 12:00 p.m. he/she is entitled to a per diem of \$15.00. The town will not reimburse the employee for this meal if it is provided at the training/meeting session.
 - c. Dinner - If the employee leaves for the training/meeting session prior to 5:00 p.m. he/she is entitled to a per diem of \$25.00 the town will not reimburse the employee for this meal if it is provided at the training/meeting session.
11. The employee shall attempt to take one of the town vehicles for traveling to any training/meeting session. If a vehicle is not available the town will reimburse the employee the rate established by the Arizona Department of Administration multiplied by the distance of the most reasonable direct route from origin to destination.
 12. Reimbursement for travel by privately owned aircraft will be at the rate established by the Arizona Department of Administration multiplied by the shortest air route distance from origin to destination. Landing and parking fees will be reimbursed except at the location where the aircraft is normally based.
 13. Reimbursement for travel by rental, character vehicle, or aircraft will be for the actual cost incurred thereof. All claims for this type of travel reimbursement shall be accompanied by travel expense receipts.
 14. Reimbursement of expenses incidental to travel, including but not limited to baggage handling, parking fees, car rentals, taxis, etc, shall be allowable when supported by receipt.

Payroll

To establish standard policies and procedures for the disbursement of funds to employees of the Town of Springerville to ensure that all work performed is authorized and accounted for properly and to maintain payroll files.

1. All employees are paid bi-weekly, 26 times per year on the Thursday following the end of each pay period. Each bi-weekly pay period shall be defined as from

12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week.

2. Each employee will complete and submit a signed individual time sheet to their department head showing hours worked, sick time, vacation time and holiday time taken.
3. Each department head will review for accuracy and sign the time sheets. All time sheets shall be sent the Finance Department by Monday at 9 a.m. following the end of the pay period.
4. If an employee has not enrolled for direct deposit, the payroll check will be distributed after 2 p.m. the fourth (4TH) workday following the close of the pay period.
5. Any employee requesting time off must fill out a leave request form and get approval from their supervisor in advance. Time off requests for all employees (including exempt) are submitted to the Finance Department. If an employee will be gone due to illness, injury or worker's compensation for 3 or more days, the Human Resources Department must be notified promptly.
6. Payroll deductions will be made for F.I.C.A., Federal and State Income Taxes, applicable health benefits and any other amounts required by State or Federal law. These accumulated deductions will be submitted to the proper entity on or before their due date.
7. An accounting of deductions will be given to the employee as part of the payroll documentation. Employees are instructed to verify that the deductions are correct and maintain their pay stubs.
8. An employee payroll file is maintained for each employee in the Finance Department which includes the following information: personnel file information form, W-4, A-4, copies of personnel action forms, copy of retirement enrollment form, payroll deduction forms, court orders, and any miscellaneous payroll information regarding the employee.
9. The originals of the following forms are kept in the employee's personnel file located in the Human Resources Department: employment verification form, I-9, personnel action forms, application and evaluations, retirement information,

personnel manual acknowledgement forms, oath of office, disciplinary information, training certifications, and other personnel related documents.

10. Employee time and pay records are maintained electronically within the accounting system. Employee time sheets and copy of checks shall be kept in a file in the Finance Department.
11. When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on the number of days in each period.
12. Required reports are reconciled and filed each quarter and at year-end.

Journal Entries

Computerized accounting systems will automatically record most of the business transactions into the general ledger accounts immediately after the software prepares the sales invoices, issues checks to creditors, processes receipts from customers, etc. However, we will need to process some journal entries in order to record transfers between bank accounts, correct balances, record depreciation, etc.

1. A journal entry report shall be printed from accounting system on a monthly basis and reviewed by the Town Manager or Accountant.
2. Journal entries shall be entered into the accounting system by the Finance Director.

Utility Billing

The following policy shall govern the provision of municipal utilities of the Town of Springerville. The purpose of this policy is to provide consistent customer rules and guidelines.

1. All municipal utility charges shall be calculated in accordance with the specific rates established by ordinance, resolution, policy and/or fee schedule adopted by the Town Council.

2. Billings for extra services, reconnection of water, installation charges, or other special charges shall be billed in accordance with the applicable utility or service rate fee and shall be included on the appropriate monthly billing statement or as a separate bill.
3. The Finance Department shall provide each utility customer a combined monthly bill which shall include the fixed monthly charges as well as charges incurred by customer. A billing statement is sent as a convenience to the customer; monthly charges are due and payable regardless if a bill was received by a customer.
4. The Finance Department shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, account history and any other documentation pertaining to customers account.
5. On July 1 of each year residential customers will be calculated using the months of Nov, Dec, Jan, and Feb of the prior year for an average water use. This average water use shall be used as the customer's monthly base sewer fee. If the average water use is less than the established monthly sewer base fee passed by town council than the established monthly sewer base fee will be used.
6. Utility billing period
 - a. Water meters are read between the 12th and 17th day of each month by the Water Department.
 - b. In the event that a meter reading cannot be obtained, the consumption will be estimated by the Finance Director.
 - c. Utility bills are mailed the first week of each month.
 - d. The date the bill is created shall be known as the billing date.
 - e. The twentieth (20th) day of each month following the billing date shall be known as the due date.

- f. If the due date falls on a holiday, Saturday or Sunday the due date shall be on the first business day following the holiday or weekend.
- g. The first business day following the due date shall be known as the delinquent date.
- h. For each month the bill is not paid in full by the due date a late fee \$5.00 shall be added to the charge.

7. Municipal utility service application

- a. Any person, firm or corporation desiring to establish any municipal utility service shall fill out an application.
- b. Applicants must be at least eighteen (18) years of age.
- c. The application shall include the applicants name, service address, mailing address, telephone number, social security number, landlord's name (if applicable) and signature of party responsible for payment.
- d. Any customer who is not the property owner must provide the above information plus a rental agreement, lease agreement or written documentation by the owner of said property. All documentation must include the service address on it.
- e. Each service location shall be considered a separate account.

8. Owner representative – tenant policy

- a. The Town of Springerville recognizes the rights and duties of owner representatives and tenants as outlined in federal law, state statutes, safety and housing codes, contract law, and court decisions.
- b. Notification for the establishment of utility service at a rental service address may be made by either the owner representative or tenant to the Finance Department.

- c. Scheduling of a meter reading for termination of service can be made by the owner representative or tenant to the Finance Department.
- d. If an account holder fails to notify the Finance Department of their request to discontinue service, the owner representative or owner will continue to be responsible for any and all charges incurred until such time the Finance Department is notified of a request to terminate water service.
- e. Billing of the utilities at a rental property shall revert back to the owner representative or owner between tenant occupancy upon notification.
- f. The Finance Department will not mediate disputes regarding billing issues between an owner representative and a tenant.
- g. The lease or rental agreement between the owner representative and the tenant does not represent an agreement for utility services between the Town of Springerville and the tenant.

9. Delinquent accounts and disconnection

- a. Any customer whose utility bill is 30 days delinquent shall receive a disconnect notice and be subject to termination of utility service. Notice of termination will be mailed to the customer; the notice requires full payment of the past due balance be received by the Town of Springerville before 5 pm on the twentieth (20th) of the month.
- b. Failure to make full payment will result in disconnection of the customer's water utility service.
- c. Disconnection will not occur on Thursdays, Fridays, Saturdays, Sundays, or on the day before a town observed holiday.
- d. Any customer who is disconnected for non-payment shall not be reconnected or reinstated until payment is received for all charges and fees.
- e. Reconnection will only occur between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday, excluding Town observed holidays.
- f. Payment must be received by the Town of Springerville before 3:00 p.m. for a same-day reconnection. If payment for reconnection is made after 3:00 p.m., reconnection will occur on the next business day.

- g. The Town of Springerville reserves the right to assess delinquent utility accounts and turn them over to a collection agency according to all state and local laws.

10. Utility Deposits

- a. Any customer who establishes water and or sewer services shall be required to pay an initial utility deposit. Utility deposits shall be maintained in a separate account and held as security for the payment of municipal utility bills.
- b. Upon completion of twelve (12) consecutive months of good payment history; i.e., no penalties or late charges. Said refund of deposit shall be in the form of a credit on the customer's applicable monthly utility bill.
- c. If a customer chooses to transfer their deposit to another customer's account they must do so in writing and turn it in to the Finance Department.
- d. Upon termination of municipal utility service and customer has an outstanding bill, the deposit shall be applied to the customer's final utility bill. Any remaining deposit balance will be refunded to customer.

- 11. All adjustments recorded in utility billing will be recorded on an adjustment form, reviewed and approved by the Town Manager and kept in customer's file. The Finance Director shall make all utility billing customer adjustments in the accounting software.

Fraud Policy

The Town of Springerville has established an anti-fraud policy to enforce controls and to aid in the prevention and detection of fraud, theft, waste, or abuse against the town. This policy applies to any fraud, theft, waste, or abuse or suspected fraud, theft, waste, or abuse involving an employee, director or management, a consultant, vendor, contractor, or person doing business with the town or in any other relationship with the town.

- 1. The Town of Springerville does not tolerate any type of fraud, theft, waste or abuse. The town's policy is to promote consistent, legal, and ethical organizational behavior by:

- a. Assigning responsibility for reporting fraud, theft, waste or abuse.
 - b. Providing guidelines to conduct investigations of suspected fraudulent behavior.
2. Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, outside agency, or person doing business with the town or in any other relationship with the town could result in cancellation of the business or other relationship between the entity and the Town of Springerville.
 3. The Town of Springerville will pursue prosecution if the results of an investigation indicate the possibility of criminal activity.
 4. For purposes of this policy only the term fraud or fraudulent includes theft, waste, and abuse as defined below. The term employee includes employees in management positions. The term management includes directors, managers, assistant managers, supervisors.
 5. Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:
 - a. Forgery or alteration of a check, bank draft, or any other financial document.
 - b. Theft of a check or other diversion of a taxpayer payment.
 - c. Misappropriation of funds, securities, supplies, or other assets.
 - d. Impropriety in the handling or reporting of money or financial transactions.
 - e. Profiteering as a result of insider knowledge of town operations.
 - f. An employee with access to confidential taxpayer information who sells this information or uses it in the conduct of an outside business activity.
 - g. Disclosing to others securities activities engaged in or contemplated by the town.

6. Waste is the loss or misuse of town resources that results from deficient practices, system controls, or decisions.
7. Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. Examples of abuse include.
 - a. Using Town of Springerville equipment or supplies to conduct personal business.
 - b. An employee using non-confidential taxpayer information to get new customers for his/her outside business.
8. Theft is defined as the act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the Town of Springerville and keeping it for personal use.
9. Each employee is required to report any suspected fraud, theft, waste or abuse or other dishonest conduct to the employee's supervisor.
10. Supervisors are required to report suspected fraud, theft, waste or abuse or other dishonest conduct, including reports from employees or other individuals, to the Town Manager.
11. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law and this policy.
12. Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to their supervisor or the Town Manager. Note that there are many instances of prohibited actions that do not rise to the level of fraud, such as an improper relationship with a vendor.
13. Whether the initial report is made to the supervisor or the Town Manager, the reporting individual should receive the following instructions and information.
 - a. Do not contact the suspected individual in an effort to determine facts or demand restitution.
 - b. Allow the Town Manager to conduct the investigation. Do not further investigate the allegations.

- c. Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Town Manager.
- d. Retaliation will not be tolerated. The Town of Springerville will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- e. Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).

14. Responsibility to the Town Manager

- a. On receiving a report of suspected fraud, the Town Manager shall document the contact and conduct a preliminary investigation to determine the credibility of the report. If the report is credible, the Town Manager shall follow the investigation guidelines provided in this policy.
- b. The Town Manager shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s). The Town Manager also shall make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy if a report is made in bad faith.
- c. On determining that a report is not credible or is not a report of fraud, the Town Manager shall document this determination. The Town Manager's documentation shall include support for the determination.
- d. The Town Manager is responsible for the administration, revision, interpretation, and application of this policy.

15. Guidelines for the investigation of suspected fraud.

- a. The Town Manager is responsible for the full investigation and documentation of suspected fraud.
 - b. The Town Manager has primary responsibility for the investigation of reported wrongdoing and all suspected fraud and for coordinating investigation. Each employee involved in an investigation of suspected fraud shall keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know.
 - c. Any required investigation activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, relationship to the town, or any other perceived mitigating circumstance.
 - d. The Town Manager shall maintain appropriate documentation regarding incidents of fraud. The Town Manager shall develop and maintain guidelines for access to and security of this documentation.
 - e. If an investigation substantiates fraudulent activities, the Town Manager will prepare an incident report. The Town Manager shall prepare the report as soon as possible after the fraud is confirmed and shall document the content of the investigation, the findings, and any disciplinary action taken as a result of the finding.
 - f. Any inquiries from the suspected individual, his or her attorney/representative, or any other inquirer shall be directed to the Town Manager.
16. Failure to comply with any part of this policy is grounds for disciplinary action, including immediate termination.

Risk Management

Risk management has become increasingly important in guarding against economic loss and in ensuring public safety in a time of increasing public liability and litigation. Risk management is involved in the identification, evaluation, and treatment of the town's

risk. Risk management policies are designed to protect against losses that would affect the town's assets and its ability to provide ongoing services.

1. The town shall make diligent efforts to prevent or mitigate the loss of town assets and to reduce the town's exposure to liability through training, safety, risk financing and the transfer of risk when cost effective.
2. When cost effective, the town shall manage its exposure to risk through self-insurance or through the purchase of traditional third-party insurance in the following areas: general liability, automobile liability, public officials' errors and omissions, police professional liability, and property loss.
3. When cost effective, the city will further control its exposure to risk through the use of "hold harmless" agreements in city contracts and by requiring contractors to carry liability insurance, including errors and omissions coverage for architectural, engineering, and other applicable professional firms.
4. Insurance reserves shall be maintained at a level which, together with any purchased insurance, will adequately indemnify the town's assets and its elected officials, officers and directors against loss.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: First Amendment to Lease Agreement Dated
October 1, 2018

SUGGESTED MOTION:

I move we approve the First Amendment to Lease Agreement Dated October 1, 2018 between the Town of Springerville and the White Mountain Historical Society.

or

I move we do not approve the First Amendment to Lease Agreement Dated October 1, 2018 between the Town of Springerville and the White Mountain Historical Society.

STAFF REPORT

- Original lease dated 4-10-1980 had a term of fifty (50) years for an annual rent of One Dollar (\$1.00).
- Addendum to the Lease on 4-10-1987 changing the annual lease to Two Hundred Fifty Dollars (\$250.00).
- Original Lease terminated on 9-5-2018.
- New lease agreement executed on 10-1-19 for an annual lease of One Hundred Dollars (\$100.00) on the same date.

I am making the recommendation to change the annual lease back to the original amount of One Dollar (\$1.00) per the original terms of their past Fifty (50) Year Lease Agreement.

The White Mountain Historical Society does all the maintenance on the historical equipment and buildings without the Town of Springerville's financial assistance or manual labor. In addition, they offer tours through the buildings without the Town of Springerville's help all throughout the year.

**FIRST AMENDMENT TO
LEASE AGREEMENT DATED OCTOBER 1, 2018**

This First Amendment to Lease Agreement dated October 1, 2018 (the "Amendment"), is entered into effective this _____ day of January, 2024, by and between the Town of Springerville, an Arizona municipal corporation ("Lessor"), and White Mountain Historical Society, an Arizona nonprofit corporation ("Lessee"). Lessor and Lessee are referred to collectively as the "Parties" and individually as a "Party".

RECITALS

A. Lessor and Lessee entered into the original Lease Agreement dated October 1, 2018 ("Lease") for Lessee to operate the Leased Premises (as defined in the Lease) as the White Mountain Historical Society for the public education, information, and historical understanding representative of early pioneers and development of the Round Valley area.

B. Under Section 20.4 of the Lease, the Lease may be amended by a written agreement executed by the Parties and the Parties wish to do so to update the amount of Rent due annually.

NOW, THEREFORE, for consideration and the mutual covenants contained herein, the parties agree as follows:

AGREEMENT

1. Section 7 of the Lease is hereby amended to reflect an annual Rental Fee of One Dollar (\$1.00) beginning January 2, 2024 and for every year thereafter during the Primary Term and the Extended Term (if exercised).
2. Other than as stated in Section 1 above, the remainder of the Lease remains in full force and effect on the terms in the Lease. This Amendment with the Lease shall be considered the entire agreement between the Parties.
3. This Amendment may be executed in counterparts, which collectively shall constitute an original document.

IN WITNESS HEREOF, the Parties execute this Amendment effective as of the date shown above.

Town of Springerville

White Mountain Historical Society

Shelly Reidhead, Mayor

Dave Williams, _____

ATTEST:

Town Clerk

APPROVAL AS TO FORM:

Mangum Wall Stoops & Warden PLLC
Town Attorney

ADDENDUM TO LEASE AGREEMENT

THIS ADDENDUM TO LEASE AGREEMENT is made this 7th day of April, 1987, between the TOWN OF SPRINGERVILLE, a municipal corporation, hereinafter called Lessor, and the WHITE MOUNTAIN HISTORICAL SOCIETY, of Apache County, Arizona, hereinafter called Lessee; for the purpose of amending that portion of the original Agreement which was entered into between the parties on April 10, 1980.

WITNESSETH :

Lessor and Lessee agree that the paragraph entitled "RENT" in the original Lease Agreement made April 10, 1980, shall be amended as follows:

RENT: The LESSEE agrees to pay to the LESSOR as rent for the premises the sum of Two Hundred Fifty and No/100 Dollars (\$250.00) yearly, and agrees to use said premises solely for the purposes and objectives of the WHITE MOUNTAIN HISTORICAL SOCIETY. Said rent shall be paid on the 10th day of April, 1987, and every year thereafter. There shall be no further increases in rent without the written consent of both parties.

Current Agreement

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Agreement") made this 1st day of October, 2018 by and between **The Town of Springerville** ("Lessor"), an Arizona municipal corporation with its business offices located at 418 E. Main Street, Springerville, Arizona 85938, and the **White Mountain Historical Society**, an Arizona non-profit corporation ("Lessee"), with its principal place of business located at 232 South Hopi Street, Springerville, Arizona 85938. Lessor and Lessee are referred herein individually as "Party" or collectively as "Parties."

RECITALS

WHEREAS, Lessor is the owner of real property located at 504 East Mohave Street, Springerville, Arizona 85938 and desires to lease said premises (hereinafter the "Premises") to Lessee; and

WHEREAS, the Parties previously entered into a Lease Agreement for the lease of the Premises by that certain agreement dated April 10, 1980 (the "Original Lease"); and

WHEREAS, the Original Lease had a term of fifty (50) years and annual rent amount of One Dollar (\$1.00); and

WHEREAS, the Parties executed an Addendum To Lease Agreement to the Original Lease on April 7, 1987 which amended the annual rent to a new rate of Two-Hundred Fifty Dollars (\$250.00) to be paid by Lessee to Lessor annually; and

WHEREAS, Lessee has never made any rent payments to Lessor; and

WHEREAS, the Parties wish to terminate the Original Lease and enter into a new Lease Agreement.

NOW THEREFORE, in consideration of the mutual promises, conditions, covenants and terms and agreements set forth herein and for good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **INCORPORATION.** The Parties agree that the Recitals set forth above shall be deemed to have been incorporated into these Covenants and shall become a part of the Agreement of the Parties.

2. **TERMINATION OF ORIGINAL LEASE.** The Parties acknowledge, understand and agree that upon the mutual execution of this Agreement the Original Lease shall terminate in its entirety and both Parties are forever relieved of their respective duties and obligations contained in the Original Lease.

3. **FORBEARANCE OF PAST RENT.** Lessor warrants that this matter was brought before the Springerville Town Council in an open meeting on September 5, 2018. By motion that was seconded the Springerville Town Council voted unanimously to (i) waive all past due rents; (ii) terminate the Original Lease; and (iii) enter into a new Lease with Lessee and charge Lessee an annual rent amount of One Hundred Dollars (\$100.00).

4. **LEASED PREMISES.** The Lessor does hereby lease to Lessee, and Lessee does hereby lease from the Lessor the following described Premises:

The property located at 504 East Mohave Street, Springerville, Arizona 85938.

5. **PRIMARY TERM.** The Primary Term of the Agreement shall be for **Twenty Years (20) years**, and shall commence on **January 2, 2019**, and ending at midnight **January 1, 2039**, unless sooner terminated as provided herein.

6. **TERM RENEWAL OPTION.** Lessee is granted the option to extend the Primary Term of this Agreement for **One (1) additional period of Ten (10) years** ("Extended Term") provided Lessee has materially abided by the terms and conditions of this Agreement and is not in default hereunder.

6.1 **Written Notice of Renewal Option.** If Lessee should decide to exercise Lessee's option to Extend, Lessee shall give written notice to Lessor of its intention to extend no later than ninety (90) days prior to the expiration of the Primary Term.

6.2 **Lessor's Right to Terminate for Convenience.** Lessor shall have the right to terminate the Lease for convenience provided Lessor gives Lessee twelve (12) months written notice of its intent to terminate the Lease.

7. **RENTAL FEE.** Lessee shall pay the sum of **One Hundred Dollars and No Cents (\$100.00)** upon the mutual execution of this Agreement and **One Hundred Dollars and No Cents (\$100.00)** every year beginning on January 2, 2019 and every year thereafter on the anniversary date (January 2) during the Primary Term and the Extended Term if exercised by Lessee. The payment of the Rental Fee shall be made to Lessor at the address stated in Section 24 herein.

7.1 **No Deposit.** There is no Lease Agreement deposit.

8. **LATE CHARGES.** Lessee hereby acknowledges that late payment by Lessee to Lessor of the Rental Fee may cause Lessor to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges. Accordingly, if any installment of the Rental Fee due from Lessee shall not be received by Lessor within fifteen (15) days after each such amount shall be due, Lessee shall pay Lessor a late charge equal to Twenty-Five Percent (25%) of each such overdue amount until paid. The Parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of late payment by Lessee. Acceptance of such late charge by Lessor shall in no event constitute a waiver of Lessee's default with respect to such overdue amount, nor prevent Lessor from exercising any of the other rights and remedies granted hereunder.

9. **USE OF LEASED PREMISES.** Lessee agrees that throughout the term of this Agreement the leased Premises will be used only for the conduct of operating the White Mountain Historical Society museum and conform to the zoning classification as determined by the city and county in which the leased Premises is located. Lessee shall not do or permit to be done in or about the Premises, nor bring or keep or permit to be brought or kept therein, anything which is prohibited by or will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereinafter be enacted. Lessee shall not do or permit anything to be done in or about the Premises which will in any way obstruct or interfere with the rights of Lessor, or use or allow the Premises to be used for any improper, immoral, unlawful or objectionable purpose, nor shall Lessee or any agent, employee, contractor, licensee or invitee of Lessee cause, maintain or permit any nuisance in, on or about the Premises or commit or suffer to be committed any waste in, on or about the Premises.

10. **SIGNS.** Lessee agrees to provide and pay for its own signage. Lessee further agrees to maintain such sign, awning, canopy, decoration, advertising matter, lettering, etc. in good condition and repair at all times, and repair all damage to the Premises that is caused by the installation, maintenance or removal of such signs, lettering, etc. All signs shall comply with the applicable ordinances or other governmental restrictions and the determination of such requirements and the prompt compliance therewith shall be the responsibility of the Lessee.

11. **TAXES.** Lessor shall pay all real property taxes or assessments applicable to the Premises. Lessee shall pay prior to delinquency all taxes assessed against the levied upon trade fixtures, furnishing, equipment and all other property of Lessee contained in the Premises or elsewhere. When possible, Lessee shall cause said trade fixtures, furnishings, equipment and all other property to be assessed and billed separately from the real property of Lessor.

12. **RULES AND REGULATIONS.** Lessee agrees to keep and abide by the rules and regulations as Lessor may from time to time adopt with reference to the use of the leased Premises, and the parking space used in connection therewith, so long as such rules and regulations are legal.

13. **ALTERATIONS AND IMPROVEMENTS.** Lessee agrees that it will not make any material alterations, improvements or repairs to the leased Premises without written consent of the Lessor, which shall not be unreasonably withheld. Lessee shall not construct any permanent structure or place any temporary structure whatsoever on the leased Premises without written consent of Lessor, which shall be in Lessor's sole discretion. All alterations and improvements made by Lessee shall remain upon and be surrendered with the leased Premises upon the termination of the Agreement and become the property of Lessor, provided, however, that Lessee, if it is not in default hereunder, shall have the right at the expiration of the term of this Lease, to remove all trade and other fixtures, equipment and furniture, and similar items installed by Lessee which may be removed without material damage to the leased Premises. Lessee shall repair any damage caused by such removal.

14. **LESSEE'S UPKEEP OBLIGATIONS.** Lessee, at Lessee's expense, shall keep in good order, condition and repair of the Premises or any buildings on the Premises and every part thereof (whether or not the damaged portion of the Premises or the means or repairing the same are reasonably or readily accessible to Lessee). All repairs and replacements shall be made by Lessee at its own expense.

15. **LESSOR TO ENTER.** Lessee shall permit the Lessor and its agents at all reasonable times to enter upon the Premises to view the condition of the Premises and buildings.

16. **RE-ENTRY.** It is expressly agreed that if the rental fee shall be unpaid for thirty (30) days after becoming payable, whether formally demanded or not, or if any covenant on Lessee's part shall not be performed or observed, then it shall be lawful for Lessor at any time to re-enter upon the Premises, and thereupon this Lease shall terminate, but without prejudice to the right of action of the Lessor in respect of any of the Lessee's covenants.

17. **ASSIGNMENT AND SUBLETTING.** Lessee shall not sublease all or any part of the lease Premises or assign this Agreement in whole or part without Lessor's consent, such consent not to be unreasonably withheld or delayed. If Lessor consents to a sublease or assignment of this Agreement then Lessee's responsibilities and obligations under this Agreement shall cease.

18. **SUBROGATION.** As long as their respective insurers so permit, Lessor and Lessee hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage and other property insurance policies existing for the benefit of the respective Parties. Each Party shall apply to their insurers to obtain said waivers. Each Party shall obtain any special endorsements, if required by their insurer to evidence compliance with the aforementioned waiver.

19. **UTILITIES AND SERVICES.** Lessee shall pay for all utilities, without limitation, water, gas, heat, light, power, telephone and other utilities and services supplied to the Premises, together with any taxes associated therewith.

20. INDEMNITY AND INSURANCE.

20.1 Lessee agrees to indemnify and save Lessor harmless from any and all liability and expense by reason of personal injuries or death of any person or persons in or upon the leased Premises or by reason of damage to personal property in or upon the leased Premises so long as such liability has not resulted in whole or in part, from Lessor's gross negligence or willful misconduct.

20.2 Lessee shall at Lessee's expense, obtain and keep in force during the term of this Agreement a policy of Combined Single Limit, Bodily Injury and Property Damage Insurance insuring Lessor and Lessee against any liability arising out of the ownership, use, occupancy or maintenance of the lease Premises and all common areas. Such insurance shall be a combined single limit policy in an amount not less than One Million Dollars and No Cents (\$1,000,000.00). Lessee may provide such insurance by having an endorsement added to its public liability policy. The limits of said insurance shall not, however, limit the liability of Lessee hereunder. The insurance shall have a Lessor's Protective Liability endorsement attached thereto. If Lessee shall fail to procure and maintain said insurance, Lessor may, but shall not be required to, procure and maintain the same, but at the expense of Lessee.

21. HOLD HARMLESS. Lessee shall indemnify and hold harmless Lessor against and from any all claims arising from Lessee's use of the Premises or from the conduct of its or from any activity, work, or other things done, permitted or suffered by the Lessee in, upon, or about the Premises, except to the extent that such claims result from Lessor's or Lessor's agents' gross negligence or willful misconduct and shall further indemnify and hold harmless Lessor against and from any and all claims arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of this Agreement, or arising from any act or negligence of the Lessee, or any other officer, agent, employee, guest, or invitee of Lessee, and from all costs, attorneys' fees, and liabilities incurred in or about the defense of any such claim. Lessee upon notice from Lessor shall defend the same at Lessee's expense by counsel appointed by Lessee.

21.1 Lessee, as a material part of the consideration to Lessor, hereby assumes all risk of damage to property or injury to persons in, upon or about the Premises, from any cause other than Lessor's gross negligence or willful misconduct. Lessee shall give prompt notice to Lessor in case of casualty or accidents in the Premises.

22. POSSESSION. At the expiration of the term of this Agreement, or of the renewal term, as the case may be, peaceable possession of the leased Premises will be given by Lessor and the Premises will be in as good condition as at the commencement of this Agreement.

23. **LEGAL FEES.** In the event that litigation results from or arises out of this Agreement or the performance thereof, the Parties agree to reimburse the prevailing Party's reasonable attorneys' fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing Party may be entitled.

24. **NOTICES.** All notices permitted or required to be given hereunder shall be given in writing personally, or be certified mail, no return receipt required, addressed to Lessor or Lessee, as the case may be, at the addresses herein set forth, or at such other addresses as may be furnished in writing from time to time, postage prepaid, and deposited in the United States mail. Any such notice shall be deemed to have been given upon such personal delivery, or upon depositing by United States mail as aforesaid.

LESSOR:

The Town of Springerville
Attn.: Town Manager
418 E. Main
Springerville, Arizona 85938
Phone: (928) 333-2656

LESSEE:

White Mountain Historical Society
Attn.: Dave Williams
Springerville, Arizona 85938
Phone: (602) 421-2621

25. **INVALID OR VOID PROVISION.** The Parties hereto expressly agree that in the event any provision of this Agreement is held invalid or void by any court of competent jurisdiction, such invalidity of any provision shall in no way affect any other provision or covenant contained in this Lease.

26. **LESSEE IMPROVEMENTS.** Lessee shall be required to provide its own Lessee improvement build-out as determined for their use. Lessor shall not be responsible for any security system.

27. **MISCELLANEOUS.**

27.1 **Waiver.** No assent or consent to any waiver of any part hereof by the Lessor, in spirit or letter, shall be deemed or taken as made, unless the same be expressed in writing and attached to or endorsed hereon by Lessor.

27.2 **Terminology.** The words "Lessor" and "Lessee" as used herein are expressly intended to include, apply to, and bind and benefit the successors and assigns of the Lessor and Lessee to the provisions of this Lease. No waiver of the right of forfeiture of this Lease or of re-entry upon breach of any of the conditions thereof shall be deemed a waiver of such right upon any subsequent breach of such or any other condition.

27.3 **Headings.** The headings of the paragraphs herein are for the convenience of the Parties only and shall not affect the meanings or interpretations of the contents thereof.

27.4 Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter contained in this Agreement. All prior and contemporaneous agreements, representations and understandings of the Parties, oral or written, are superseded by and merged in this Agreement. No supplement, modification or amendment of this Agreement shall be binding unless in writing and executed by both Parties.

27.5 Governing Law and Venue. This Agreement shall be deemed to be made under and shall be construed in accordance with and shall be governed by, the laws of the State of Arizona. Suite to enforce any provision of this Agreement or to obtain any remedy with respect hereto may be brought in Superior Court, Apache County, Arizona, and for his purpose each Party hereby expressly and irrevocably consents to the jurisdiction of said court.

27.6 Time of the Essense. Time shall be considered of the essence in this Agreement.

27.7 Authority. Each of the parties hereto represents and warrants to each other party hereto that this Agreement has been duly authorized by all necessary action and that this Agreement constitutes and will constitute a binding obligation of each such party.

27.8 Representatives Bound. It is agreed that the covenants, stipulations, and conditions herein contained shall inure to the benefit of and shall be binding upon the heirs and assigns of the Lessor and the heirs, executors, administrators, and assigns of Lessee.

27.9 Counterparts. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such “.pdf” signature page was an original thereof.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

LEASE AGREEMENT SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year written below.

LESSOR:

Town of Springerville

By: _____

Name: Steve West

Title: Town Manager

Date: _____

LESSEE:

White Mountain Historical Society

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

Town Clerk

APPROVED:

Law Offices of Timothy B. Shaffery, PLLC
Town Attorney

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: Amended And Restated Professional Services Agreement with Ardurra Engineering

SUGGESTED MOTION:

I move we approve the "Amended and Restated Professional Service Agreement" with Ardurra for Engineering Services.

or

I move we do not approve the "Amended and Restated Professional Service Agreement" with Ardurra for Engineering Services.

STAFF REPORT

The Town is out of date in the original contract for Engineering Services with Woodson Engineering/ Ardurra.

- The Town did a RFQ for engineering services in 2019.
- Contract awarded to Woodson Engineering that is now Ardurra on 7-2019.
- Original contract up to four years with one (1) year extensions.
- Contract modified by Council on 10-21-2020 to include the Town to authorize the automatic annual renewal of the Agreement for additional one (1) year period unless the Town gives written notice to the Engineer thirty (30) days before the end of the relevant year that the contract will end.
- The then Town Manager e-mailed the changes to Woodson Engineering without amending the contract to reflect the changes.
- I am making the recommendation to incorporate the changes into Amended and Restated Professional Service Agreement with Ardurra.

AMENDED AND RESTATED PROFESSIONAL SERVICES AGREEMENT

THIS AMENDED AND RESTATED PROFESSIONAL SERVICES AGREEMENT is made and entered into this ____ day of _____, 2024, between the Town of Springerville, a municipal corporation, hereinafter "TOWN", and WOODSON ENGINEERING, an Ardurra Group Company, of Flagstaff, Arizona, hereinafter "ENGINEER". By this Agreement, the TOWN intends to retain the ENGINEER, and the ENGINEER intends to be retained by the TOWN to provide professional services in the role of TOWN Engineer, as provided for by statute and as designated in the TOWN Code, said services to be performed as an independent contractor.

WHEREAS, the TOWN and ENGINEER originally entered into a Professional Services Agreement dated July 17, 2019; and

WHEREAS, the TOWN and ENGINEER mutually agreed to amend the Professional Services Agreement in 2020 and have been operating under such amendment and extension of the term but had not yet committed such extension to a mutually executed written document; and

WHEREAS, since the date of the original Professional Services Agreement, Woodson Engineering was acquired by Ardurra Group, Inc., and ENGINEER now operates under the name "Woodson Engineering, an Ardurra Group Company"; and

WHEREAS, the parties wish to amend and restate the original Professional Services Agreement dated July 17, 2019, which is still in force and effect, to reflect all of the changes over time in one updated document;

NOW THEREFORE, the TOWN and the ENGINEER, in consideration of their mutual agreements set out herein, agree as follows:

1. **STANDARD OF CARE.**

The standard of care for all professional engineering and related services performed or furnished by ENGINEER under this Agreement shall be the care and skill ordinarily used and expected of members of the ENGINEER's profession in the State of Arizona.

2. **SERVICES OF ENGINEER.**

ENGINEER shall perform for or furnish to TOWN professional engineering and related services, as TOWN Engineer and as determined to be necessary by TOWN. ENGINEER shall serve as TOWN's prime design professional and engineering representative providing professional engineering consultation and advice to departments of the TOWN, its staff, and Council. ENGINEER may employ such other engineers as ENGINEER deems necessary to assist in the performance or furnishing of professional engineering services required hereunder, subject to prior approval of the TOWN Manager. ENGINEER shall not be required to employ an engineer that is unacceptable to ENGINEER.

ENGINEER shall provide at least the following services for TOWN:

- A. Meet with TOWN's staff on an on-call basis, or as otherwise directed by the TOWN Manager, for discussion concerning projects, problems, and other related matters regarding or involving civil engineering and public works of TOWN.
- B. Attend TOWN Council meetings as required by the TOWN Manager.
- C. Provide information, advice, and recommendations to the TOWN Council and staff, as requested by the TOWN Council, staff, or the TOWN Manager.
- D. Draft requests for construction bids and for engineering proposals, draft specifications where necessary, distribute any documents necessary, through staff, to the local newspapers, with directions for such distribution and publication in a timely fashion, and provide recommendations to the TOWN Council, staff, or TOWN Manager on awards of contracts after ENGINEER's review of bids or proposals.
- E. Prepare engineering studies and/or reports when requested by TOWN.
- F. Update the TOWN Council, staff, or TOWN Manager regarding on-going projects and public works related issues as requested.
- G. Prepare construction plans and specifications and observe the construction of capital improvement projects as requested by the TOWN Manager.
- H. Assist TOWN in the development of capital improvement programs and maintenance procedures.
- I. Arrange for professional services by subconsultants when those services are not within the staff expertise of ENGINEER, but only upon express prior approval of the TOWN Manager.
- J. Provide related services as required and pursuant to standard of care required for ENGINEER.
- K. Track all on-going public works projects and developments to insure timely follow up, performance and completion at each step of each project and keep the TOWN Manager advised.

3. **ADDITIONAL SERVICES OF ENGINEER.**

In addition to the above services required of ENGINEER, ENGINEER shall furnish or obtain from others additional services such as preparation of applications for private or governmental grants and loans, preparation or review of environmental assessments, providing renderings or models, and other additional services performed or furnished by ENGINEER in connection with its duties as TOWN Engineer.

ENGINEER shall designate in writing a person to act as the "TOWN Engineer" under this Agreement. Such person will have complete authority to transmit instructions, receive information, interpret and define the applicable Federal, State, and local guidelines and

building codes, and shall be responsible to interpret and enforce the policies and decisions of TOWN with respect to ENGINEER's services.

ENGINEER shall certify with its seal all drawings or plans which are required to be sealed, or are ordinarily certified by seal of an engineer, on behalf of TOWN.

4. **TOWN'S RESPONSIBILITIES.**

TOWN shall assist ENGINEER by making available to ENGINEER all information regarding all projects, bids, proposals, and other requirements of ENGINEER's employment, and shall arrange for access to, and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform its services.

5. **TERM OF AGREEMENT.**

5.1 Initial Term. The Initial Term of this Agreement shall be effective on the date shown above and shall continue through the 30th day of June 2023.

5.2 Extended Terms. TOWN authorizes the automatic annual renewal of this Agreement for additional one (1) year periods unless the TOWN gives written notice to the Engineer thirty (30) days before the end of the relevant year that the contract will not extend. TOWN and ENGINEER agree that such an extension has already occurred as of the time of this amended and restated agreement thereby extending the term to June 30, 2024.

6. **TERMINATION.**

Either Party may terminate this Agreement by providing the other Party ninety days (90) days written notice of its intent to terminate.

7. **INDEPENDENT CONTRACTOR STATUS.**

ENGINEER is hereby designated as an independent contractor to provide the engineering services for TOWN as TOWN Engineer. ENGINEER shall provide professional advice and direction to TOWN staff and perform its responsibilities hereunder as an independent contractor.

8. **PAYMENT TO ENGINEER.**

Services provided under Sections 2 and 3 of this Agreement shall be categorized as Level A-Retained Services or Level B-Special Projects. The categories and methods of compensation for each are further defined as follows:

A. For Level A- Retained Services, TOWN shall pay ENGINEER on a time and expenses basis per the rate set out in Exhibit 1 attached hereto and made a part hereof by reference. Level A Retained Services shall include meetings with TOWN staff, TOWN Council meetings, agency communication and coordination and all other general consulting and the other duties referred to in Paragraph 2 above.

- B. Level B - Additional Services, are defined as assignments which are in addition to Level A Retained Services. For each Level B Project assignment, ENGINEER and TOWN shall agree upon a detailed scope of work and proposed man hours and expenses, based upon Exhibit 1 rates. The total compensation shall be negotiated as a lump sum payment between TOWN and ENGINEER. The total compensation and associated documentation shall be submitted to the TOWN Council as an Additional Service Agreement (ASA) for approval, when necessary.
- C. The rates set out in Exhibit 1 shall be automatically adjusted at the conclusion of each year of this Agreement, at the rate of the most recently published Consumer Price Index Annual Inflation Factor.
- D. ENGINEER understands and agrees that ENGINEER will work as an independent contractor and is not entitled to any benefits over and above the compensation as set out herein.
- E. Engineer shall not offer engineering services to any clients in the Round Valley area except to complete any current services or as approved by the TOWN Manager. Notwithstanding this provision, Engineer may offer purely survey services in the Round Valley area.
- F. Engineer shall have first consideration for Level B Projects.

9. **OTHER PROVISIONS CONCERNING PAYMENTS.**

- A. Preparation of Invoices: Invoices for services and reimbursable expenses will be prepared in accordance with ENGINEER's standard invoicing practices and will be submitted to TOWN by ENGINEER at least monthly and shall be paid within 20 days of receipt thereof.
- B. Unpaid Invoices: If an invoice is not paid within 20 days of receipt thereof ENGINEER shall have the right to terminate this Agreement until it has been paid in full all amounts due for services, expenses, and charges.
- C. Payments Upon Termination: In the event of termination by TOWN for cause, as set out hereafter, ENGINEER shall be paid for services rendered and performed prior to said termination.
- D. ENGINEER's Records: ENGINEER shall keep such records of its cost pertinent to its services performed pursuant to this Agreement in accordance with generally accepted accounting practices. Copies will be made available to TOWN upon request.

10. **OPINIONS OF ENGINEER REGARDING CONSTRUCTION COST.**

ENGINEER's opinions of probable construction cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional engineer generally familiar with

the construction industry. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by ENGINEER. Likewise, this section applies to ENGINEER's opinions regarding the total project cost of a proposed or continuing TOWN project.

11. **REUSE OF DOCUMENTS.**

All Documents, including drawings and specifications provided or furnished by ENGINEER, shall belong to TOWN. ENGINEER shall have the right to use such drawings or specifications on other projects as it may desire. TOWN may also reuse such drawings or specifications on other projects, but in said event, any reuse without written verification or adaptation by ENGINEER as appropriate for the specific purpose intended will be at TOWN's sole risk and without liability or legal exposure to ENGINEER.

12. **INSURANCE.**

ENGINEER shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury, including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property, including loss of use resulting therefrom or arising from the negligent conduct or omissions of ENGINEER. ENGINEER's insurance would be primary in the event of a claim or lawsuit. The TOWN's insurance would be secondary or excess. ENGINEER shall list TOWN as an additional insured on ENGINEER's general liability insurance policy and provide current copies of said policy certifications to TOWN.

At any time, TOWN may request ENGINEER, at TOWN's expense, to provide additional insurance coverage, different limits or revised deductibles in excess of the policy that ENGINEER has in effect.

13. **PERSONAL SERVICES AGREEMENT.**

The parties agree that this is a personal services agreement and is not assignable or transferable by ENGINEER without the express written consent of TOWN. TOWN acknowledges and agrees that it consents to the acquisition of ENGINEER by Ardurra Group, Inc., and that to the extent such acquisition would be considered an assignment or transfer, TOWN consents to it as the same individual professionals at Woodson Engineering are still providing services to the TOWN.

14. **RIGHTS AS TO THIRD PARTIES.**

Nothing in this Agreement shall be construed to create, impose or give rise to any duty owed by ENGINEER to any contractor, subcontractor, supplier, or other person or entity,

or to any surety for or employee of any of them, or give any rights in or benefits under this Agreement to anyone other than TOWN and ENGINEER.

All duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of TOWN and ENGINEER and not for the benefit of any third party.

15. **INDEMNIFICATION.**

To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless TOWN, its officers, directors, employees, and agents from and against any and all claims, costs, losses, and damages, including, but not limited to, charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs to the extent caused by the negligent acts or omissions of ENGINEER, ENGINEER's officers, directors, partners, employees, agents, and consultants in the performance and furnishing of ENGINEER's services under this Agreement.

To the fullest extent permitted by law, TOWN shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, agents, and consultants from and against any and all claims, costs, losses, and damages, including, but not limited to, charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs to the extent caused by the negligent acts or omissions of TOWN, its officers, directors, employees, and agents with respect to this Agreement.

16. **NOTICES.**

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears on the signature page of this Agreement and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a nationally recognized overnight carrier services. All notices shall be effective upon the date of receipt.

17. **SURVIVAL OR REPRESENTATIONS.**

All express representations, indemnifications, or limitations of liability made in or given in this Agreement will survive the completion of all services of ENGINEER under this Agreement or the termination of this Agreement for any reason.

18. **SEVERABILITY.**

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon TOWN and ENGINEER, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

19. **GOVERNING LAW AND VENUE.**

This Agreement shall be deemed to be made under and shall be construed in accordance with and shall be governed by, the laws of the State of Arizona. Suit to enforce any provision of this Agreement or to obtain any remedy with respect hereto shall be brought in Superior Court, Apache County, Arizona, and for this purpose each party hereby expressly and irrevocably consents to the jurisdiction of said court.

20. **OTHER ENGINEERING SERVICES.**

ENGINEER acknowledges, and TOWN and ENGINEER agree, that it may be in TOWN's best interest, from time to time, to have specific projects completed by other engineering consultants due to schedule conflicts, requirements for services outside the specific expertise of ENGINEER and its consultants, and other events which would reasonably suggest employing other engineering consultants. Therefore, at the discretion of TOWN, TOWN may request proposals from other consulting engineers and enter into separate contracts to perform those services.

21. **DISPUTE RESOLUTION.**

Should a dispute arise between the Parties the Parties agree to seek to resolve any dispute between the Parties or otherwise arising out of this Agreement in accordance with the following escalation procedures before commencing any court or administrative action:

21.1 The contact persons for both Parties shall work in good faith to try to resolve the dispute within thirty (30) days from the date that a Party first gives notice that a dispute has occurred.

21.2 If the contact persons fail to reach an agreement on the dispute within thirty (30) days, the dispute shall be referred to more senior persons within the respective Parties who shall try to resolve the dispute within a further thirty (30) day period. If no resolution is found each Party is entitled to any and all remedies available in law or equity. Nothing contained herein shall prohibit the Parties to mutually agreeing that the dispute be settled by mediation or arbitration. Cost for mediation and/or arbitration shall be equally split by the Parties.

22. **EXECUTION BY PARTIES.**

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same Instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile ".pdf" signature page were an original thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the date first above written.

WOODSON ENGINEERING, an Ardurra
Group Company

TOWN OF SPRINGERVILLE, ARIZONA

BY: _____

Mark Woodson
Its _____
Address for Notice Purposes:
124 N. Elden Street
Flagstaff, AZ 86001

BY: _____

Timothy Rasmussen, Town Manager
Address for Notice Purposes:
418 E. Main Street
Springerville, AZ 85938-5220

Town Clerk

Approved as to Form:

Town Attorney - Mangum Wall
Stoops & Warden, PLLC

WOODSON

ENGINEERING & SURVEYING

124 N. Elden Street • Flagstaff, AZ 86001
(928) 774-4636 • www.woodsoneng.com

Exhibit 1

Town of Springerville

FEE SCHEDULE

Effective July 1, 2019

Fees for services provided will be based on the following rates:

Principal	\$ 195 per hour
Assoc. Principal	\$ 175 per hour
Dept. Mgr/Sr. PM	\$ 160 per hour
Project Manager	\$ 145 per hour
Professional Engineer/Surveyor	\$ 135 per hour
Sr. Designer/Sr. Crew Chief	\$ 120 per hour
Engineer/Surveyor (IT)	\$ 105 per hour
Designer/Sr.Tech/Crew Chief	\$ 105 per hour
Technician/Administrative	\$ 85 per hour
Clerical	\$ 70 per hour
2 Person Survey Crew	\$ 180 per hour
1 Person Survey Crew	\$ 130 per hour
Mileage	Current government rate

Direct expenses including but not limited to; meals and lodging, long distance telephone, faxes, expedited shipping, printing, copying, submittal, review and permitting fees and title reports, will be billed with a 15% markup and are not included in our lump sum or hourly fees unless the contract specifically states that they are included. Hourly Rates for any staff positions not listed are available upon request.

Work required by clients outside of normal business hours will be charged at 1.5 times our regular rates. Expert witness and other services related to litigation or arbitration including preparation and on-call time will be charged at 1.5 times our regular rates.

Tim Rasmussen

From: Tim Rasmussen
Sent: Wednesday, November 29, 2023 9:15 AM
To: Kevin Goss
Cc: Heidi Wink; Kelsi Miller; Robert Pena; Samantha Dillon
Subject: FW: Engineering
Attachments: Memorandum_A_Woodson_Engineering_HURF (1).doc; town-council-regular-meeting_minutes_2020-10-21_141246 (3).pdf; Springerville Contract Amendment Section 5.2.pdf

Kevin,

Good Morning.

Here are a couple more documents to help clear the confusion on Ardurra being our current on call engineer.

Per your e-mail,

1. Woodson (now Ardurra) was procured and brought under contract in July 2019.

Correct

2. The original contract allowed for up to 4 one-year extensions.

Correct.

It was then modified in a Town Council Meeting on 10-21-2020. See attached meeting minutes.

9. WOODSON ENGINEERING CONTRACT EXTENSION:

a. HURF PROJECTS:

Minutes:

ACTION: Robert MacKenzie/ Richard Davis motion to accept the modified wording to Professional Services Agreement with Woodson Engineering Section 5.2 Extended Terms.

DISCUSSION: None

Vote results:

Ayes: 4 / Nays: 0

Staff Report to the Council for the vote. See attached Memorandum.

STAFF REPORT

The Town Council approved a contract with Woodson Engineering on 7/17/2019. Woodson was selected following an RFP process. The Agreement with Woodson expired on 6/30/2020. The existing Agreement includes four (4) additional one (1) year terms following approval by the Town Council. Woodson has provided value added support, direction, and recommendations to Town Staff. For this reason, Town Staff is requesting, at a minimum, an additional year extension to their contract. Furthermore, if the Town Council supports it, Town Staff recommends the following changes to the wording of the Agreement in 5.2. TOWN authorizes the automatic annual renewal of this Agreement for additional one (1) year period unless the TOWN gives written notice to the Engineer thirty (30) days before the end of the relevant year that the contract will not extend.

E-mail to Woodson Engineering (now Ardurra) explaining the change.

From: Joseph Jarvis <JJarvis@springervilleaz.gov>
Sent: Tuesday, October 27, 2020 11:27 AM
To: Mark Woodson; Grant Evans
Cc: Joseph Jarvis; Heidi Wink; Tim Rasmussen; Kelsi Miller
Subject: Professional Services Agreement- Woodson Engineering

On 10/21/2020, the Town Council approved a change to Woodson's contract. Section 5.2 changed

Previously

5.2- Extended Terms. Town may extend this agreement for four (4) additional one (1) year (each an "Extended Term") provided Town notifies Engineer in writing of its intent to extend agreement within the last sixty (60) days of the initial term or any extended term

Updated

5.2 Extended Terms. Town authorizes the automatic annual renewal of this agreement for one (1) year period unless the Town gives written notice to the Engineer thirty (30) day before the relevant year that the contract will not extend.

Joe Jarvis

Town Manager

Town of Springerville

jjarvis@springervilleaz.gov O: (928) 333-2656 ext: 226

Currently reading- Boom Towns: Restoring the Urban American Dream by Stephen J. K. Walters

3. Due to an amendment, the contract expired on June 30, 2022.

Negative. It was changed to be a “automatic renewal of this agreement for additional one (1) year period unless the Town gives written notice to the Engineer” on 10-21-2023 by Town Council.

Updated

5.2 Extended Terms. Town authorizes the automatic annual renewal of this agreement for additional one (1) year period unless the Town gives written notice to the Engineer thirty (30) day before of the relevant year that the contract will not extend.

4. A new RFQ for engineering was done in June of 2022.

There was. A former employee wanted to use another Engineering company for a project and put a RFQ out for it. Woodson was contacted for a RFQ. They then reminded us that we both have a existing open contract with them and the reasoning on why it is still open. See below e-mail.

To: Kelsi Miller <kmiller@springervilleaz.gov>

Cc: Chris Collopy <ccollopy@springervilleaz.gov>; Grant Evans <gevans@woodsoneng.com>; Russell Tweed <rtweed@springervilleaz.gov>

Subject: RFQ For On Call Engineering - Springerville

Kelsi – Thank you for sending us the RFQ for On Call Engineering Services. Please consider this our official request for the Town of Springerville for On Call Engineering Services (see attached) and our contract is renewable each year. We are currently working with the Town through our existing contract. However, if the Town wishes to notify us of their intent to end our ongoing assignments per our agreement.

I’ve attached our original contract from 2019. Section 5.2 had terms for (4) possible one-year extension time. Council later did a contract amendment to make the contract “evergreen”, automatically renew the contract. Please see the Report for this and an email from the City Manager (at the time) which confirmed this Council action/decision.

Again, we look forward to continuing our ongoing working relationship with the Town and are proud of the work we have done together.

Thanks - Mark

Mark Woodson, PE, LS, F.ASCE
Woodson Engineering and Surveying

An Ardurra Company

124 N. Elden St., Flagstaff, AZ 86001-5262

Mark.woodson@woodsoneng.com | www.woodsoneng.com

W 928-774-4636 x18 | D 928-440-6900 | C 928-699-1756

Serving Arizona for Over 27 Years!

After review of this, I am going to have a formal amended contract drafted with Ardurra to avoid any future confusion and get you an executed signed copy for your records.

Any thought on all of this and how we proceed?

Thanks,
Tim

From: Kelsi Miller <kmiller@springervilleaz.gov>
Sent: Wednesday, November 29, 2023 7:25 AM
To: Tim Rasmussen <trasmussen@springervilleaz.gov>; Heidi Wink <hwink@springervilleaz.gov>
Subject: Engineering

Here is everything I have for that "contract extension". I found no proof an amended contract was signed.



Kelsi Miller

Town Clerk

Phone: (928) 333-2656 ext 224

Email: kmiller@springervilleaz.gov

418 E. Main Street
Springerville, AZ 85938

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**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Joseph Jarvis, Town Manager
DATE: 10/21/2020
SUBJECT: Woodson Engineering A.

SUGGESTED MOTIONS:

I move we accept the modified wording to Professional Services Agreement with Woodson Engineering Section 5.2 Extended Terms.

OR

I move we table the item.

STAFF REPORT

The Town Council approved a contract with Woodson Engineering on 7/17/2019. Woodson was selected following an RFP process. The Agreement with Woodson expired on 6/30/2020. The existing Agreement includes four (4) additional one (1) year terms following approval by the Town Council. Woodson has provided value added support, direction, and recommendations to Town Staff. For this reason, Town Staff is requesting, at a minimum, an additional year extension to their contract. Furthermore, if the Town Council supports it, Town Staff recommends the following changes to the wording of the Agreement in 5.2. TOWN authorizes the automatic annual renewal of this Agreement for additional one (1) year period unless the TOWN gives written notice to the Engineer thirty (30) days before the end of the relevant year that the contract will not extend.

Grant Evans

From: Joseph Jarvis <JJarvis@springervilleaz.gov>
Sent: Tuesday, October 27, 2020 11:27 AM
To: Mark Woodson; Grant Evans
Cc: Joseph Jarvis; Heidi Wink; Tim Rasmussen; Kelsi Miller
Subject: Professional Services Agreement- Woodson Engineering

On 10/21/2020, the Town Council approved a change to Woodson's contract. Section 5.2 has now changed

Previously

5.2- Extended Terms. Town may extend this agreement for four (4) additional one (1) year terms (each an "Extended Term") provided Town notifies Engineer in writing of its intent to extend the agreement within the last sixty (60) days of the initial term or any extended term

Updated

5.2 Extended Terms. Town authorizes the automatic annual renewal of this agreement for additional one (1) year period unless the Town gives written notice to the Engineer thirty (30) day before the end of the relevant year that the contract will not extend.

Joe Jarvis

Town Manager

Town of Springerville

jjarvis@springervilleaz.gov O: (928) 333-2656 ext: 226

Currently reading- Boom Towns: Restoring the Urban American Dream by Stephen J. K. Walters





TOWN COUNCIL REGULAR MEETING

Minutes

Wednesday, October 21, 2020 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 Hanson called the meeting to order at 6:01 p.m. Donald Scott led the pledge of allegiance.

2. ROLL CALL:

Minutes:

The Town Clerk completed a Roll Call:

Councilor Llamas - Absent, Vice-Mayor MacKenzie - Present, Mayor Hanson - Present, Councilor Davis - Present, Councilor Reidhead- Present.

A quorum is present.

3. PUBLIC PARTICIPATION:

Minutes:

Kay Dyson representing the Fall Community Day of Service and the Round Valley Coalition of Family Values addressed the Council. She read a thank you letter to the Council and Public for the support of the event. It was a successful event, they had at least 75 volunteers. She went over some of their accomplishments during the

event including cleanup efforts, mowing, and painting. They will hold another annual event Spring of 2021.

Terry Shove with the Round Valley School board addressed Council. She was happy to report that our school district has not had a COVID-19 case in teachers or students. She explained how clean the facilities are staying. Homecoming will be held on November 6th. The FLCR revolving loan committee has made its first loan. They have plenty more to loan at low-interest rates if anyone is interested. December 7th their will the reason for the season Christmas service at the Presbyterian Church.

Mannie Bowler with the boys and girls club reported that last Friday with other partnerships they hosted a carwash fundraiser at the Springerville Fire Department. They collected both money or anything in a list of comfort items to help kids in need. They raised over \$1,400 in 3 hours. They want to make this an annual event. She presented the Council with a picture of the event.

Becki Christensen and Tony Contreras with the Springerville/Eagar Chamber of Commerce addressed the Council. She thanked the Council for the support that allowed the Chamber to stay open 6 days a week during the busy months. November 1, 2020, they will switch to the winter hours. She reported a staff member is getting licensed to notarized, they receive many calls from the public of people looking for a notary on the weekends. The Board of Directors met last Saturday for a strategic planning meeting. The Chamber will be focusing on goals related to communication, financial security, and education. They plan to start "Friends of The Chamber", this will be a 501C3 that will focus on education to the businesses and education to youth. The Chamber will be having the Veterans Parade, Electric Light Parade, and Equestrian Parade. The Veterans lunches will be at the VFW this year.

Tony Contreras added that Becki is very hardworking and trying very hard to do a number of things for the community, he also invited the Council to come by the chamber.

Mia Wright and Laura Ramirez with North County Healthcare and the Health Start program briefed the Council on their program. They have received a grant to work with at-risk postpartum women, prenatal women, and those with children under the age of two throughout the community. This includes all of Southern Apache County, St. Johns Springerville, Eagar, Greer, Alpine. They offer a variety of support, workshops, and resources. This is home-based and they can visit the homes up to 4 times a month. This is a free program and not income-based. This grant is active for 5 years. She asked the Council and public to help spread the word.

Gayle Rich, residing on E Main St. addressed the Council seeking support for an issue with a neighbor. She feels she has exhausted all other resources. She is not pleased with her neighbor's Happy Tails Grooming. She feels they are boarding and

breeding there when they are only licensed to groom. She feels Animal Control Officer Phillips is aware of this. She alleges poodles living there at night and the dogs barking then all of the neighborhood dogs bark. She feels she has not gotten help from Officers Phillips. She said the Zoning does not allow pet shops. She alleges they are operating a pet shop and boarding. She is asking for Zoning help.

4. COUNCIL, MANAGER AND STAFF REPORTS:

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

Minutes:

Vice Mayor MacKenzie reported that he attended a Municipal Property Corporation meeting last week.

Mayor Hanson reported he attended the Navajo and Apache Counties Mayor and Councilmembers Association meeting last Thursday. Well attended meeting. He reported Bryce Hamblin is the new Chairman and he will now serve as the Vice-Chairman for the association. He also reported he has a NACOG meeting tomorrow. Himself, Manager Jarvis, and Vice-Mayor Mackenzie met with representative Arlando Teller via video conference last week.

b. Staff Reports: Summary Updates

c. Manager Joseph Jarvis: Summary Updates & presentation(s)

Minutes:

Manager Jarvis started by informing the Council that staff will be utilizing a single report style for staff reports going forward. He then asked if any Council is interested in riding in the Veterans parade or the Electric light parade? The Town will have floats in both if they want to join. This week is the annual Arizona Cities and Towns Week. On October 27 the American Red Cross is hosting a blood drive at Town Hall, you can register online.

5. CONSENT ITEMS:

Minutes:

ACTION: Robert MacKenzie/ Shelly Reidhead motion to approve consent items 5a, 5b, 5c, 5d, and 5e as presented.

DISCUSSION: None

Vote results:

Ayes: 4 / Nays: 0

a. Consider approval of the September 16, 2020 Town Council Regular Meeting minutes.

b. Consider approval of the September 28, 2020 Town Council Work Session minutes.

c. Consider approval of the October 6, 2020 Town Council Special Meeting

minutes.

- d. Consider ratification and approval of accounts payable register from 9/11/2020 - 10/11/2020.
- e. Consideration approval of the Springerville / Eagar Senior Center Funding IGA Renewal.

6. PUBLIC HEARING:

Minutes:

ACTION: Robert MacKenzie/ Shelly Reidhead motion to enter into a public hearing at 6:27 p.m. Passed unanimously

DISCUSSION: Becki Christensen asked what the fee changes for the Heritage Center will be. She was supplied with the proposed changes.

ACTION: Robert MacKenzie / Shelly Reidhead motion to close the public hearing and reconvene in regular session at 6:28 p.m.

OLD BUSINESS

7. WMW 760W LLC LEASE AND DEVELOPMENT AGREEMENT

Minutes:

ACTION: Shelly Reidhead / Richard Davis motion to enter into executive session at 6:29 p.m. under A.R.S. 38-431.03 (3) (7) Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property. Passed unanimously.

ACTION: Robert MacKenzie / Shelly Reidhead motion to reconvene into regular session at 6:47 p.m. Passed unanimously.

DISCUSSION: Manager Jarvis explained Planning and Zoning is scheduled to consider two requests from WMW 760W LLC at the Planning and Zoning Meeting on November 10, 2020, at 3:00 p.m. The requests include rezoning of two parcels and an application for a conditional use permit. If approved, staff would like to schedule a meeting with the Council to move forward as soon as reasonably possible. Manager Jarvis asked if they would like to meet after the 10th if approved but before the 18th. The council directed that they would be interested in meeting on the 12th if approved.

8. RESOLUTION 2020-R0020:

Minutes:

ACTION: Robert MacKenzie / Shelly Reidhead motioned to adopt Resolution 2020-R0020, adopting the Employee Manual dated 10/21/2020.

DISCUSSION: Manager Jarvis explained per Council direction staff has reached out to multiple entities to ask if they are interested in serving as our appeal officers. We

did receive some responses back and have included that in the Council packet. Employers Council said they are interested but they can not serve as our Appeal Officer, but rather give training to one if needed. Mark Ziska is well qualified and is willing to serve in this capacity at the rate he has listed. He has provided a scope of work as well as a bio. The Town of Eagar is also willing to serve as our Appeal Officer, it would be the Town Manager or another upper management person. Councilor MacKenzie asked if Eagar will be charging us to hear our appeals, Manager Jarvis let him know they would not be charging us a fee for this service. Council directed staff to use the Town of Eagar as our Appeal Officer.

Vote results:

Ayes: 4 / Nays: 0

9. WOODSON ENGINEERING CONTRACT EXTENSION:

a. HURF PROJECTS:

Minutes:

ACTION: Robert MacKenzie/ Richard Davis motion to accept the modified wording to Professional Services Agreement with Woodson Engineering Section 5.2 Extended Terms.

DISCUSSION: None

Vote results:

Ayes: 4 / Nays: 0

b. CDBG:

Minutes:

ACTION: Robert MacKenzie/ Richard Davis motion to approve the increase not to exceed amount for Woodson Engineerings CDBG contact by \$4,390, to a new NTE amount of \$44,650.

DISCUSSION: None

Vote results:

Ayes: 4 / Nays: 0

10. COVID-19:

Minutes:

DISCUSSION: None

NEW BUSINESS

11. RESOLUTION 2020-R0024:

Minutes:

ACTION: Robert MacKenzie/ Richard Davis motion to adopt Resolution 2020-R0024, adopting the fee schedule as presented.

DISCUSSION: None

Vote results:

Vote results:

Ayes: 4 / Nays: 0

12. TIER 2 NOTICE:

Minutes:

DISCUSSION: Manager Jarvis explained that it was our understanding once we had completed the blending station project that we would no longer have to go through this process. A couple of months later ADEQ informed us we needed to send out another Tier 2 Notice. Tim and Manager Jarvis both challenged this, unfortunately, they took the average of all results from past periods and that is where they came up with the number that put us over the threshold. However, we were able to modify the letter more than we have in the past explaining this. They have informed us that we should not have to do this again, as a state agency this could change. Councilor Davis asked if this is a test we can complete on our own on a regular basis to make sure that this doesn't happen again. Manager Jarvis said yes, we have an agency that will test and continue to monitor this well. Mayor Hanson also asked for clarification on what the kits are that we are handing out, some think these are for unsafe water. He said as part of our WIFA requests we purchased these devices to help our consumers save water.

13. MODIFICATION OF FINANCIAL POLICIES AND PROCEDURES:

Minutes:

ACTION: Robert MacKenzie/ Shelly Reidhead motioned we approve the proposed changes to the Town of Springerville Financial Policy, by adding the Management of Federal Grant Section, modifying the Purchasing Section, and adding the Conflict of Interest Section as presented.

DISCUSSION: Councilor Reidhead asked if Heidi is happy with these changes, she said yes, and the auditors have approved of these changes. Manager Jarvis said other Cities and Towns are using our changes as examples to follow.

Vote results:

Ayes: 4 / Nays: 0

14. ORDINANCE 2020-005:

Minutes:

Mayor Hanson completed the first reading of Ordinance 2020-005, Municipal Tree Ordinance, An Ordinance of the Mayor and Council of the Town of Springerville, Arizona, to enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property.

15. ADJOURNMENT:

Minutes:

ACTION: Robert MacKenzie / Shelly Reidhead motioned to adjourn at 7:02 p.m.

DISCUSSION: None

Vote results:

Ayes: 4 / Nays: 0

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 during the call to the public. All comments must be submitted by 5:00 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 | Minutes published on 10/28/2020, adopted on 11/18/2020

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: 760 West Airport

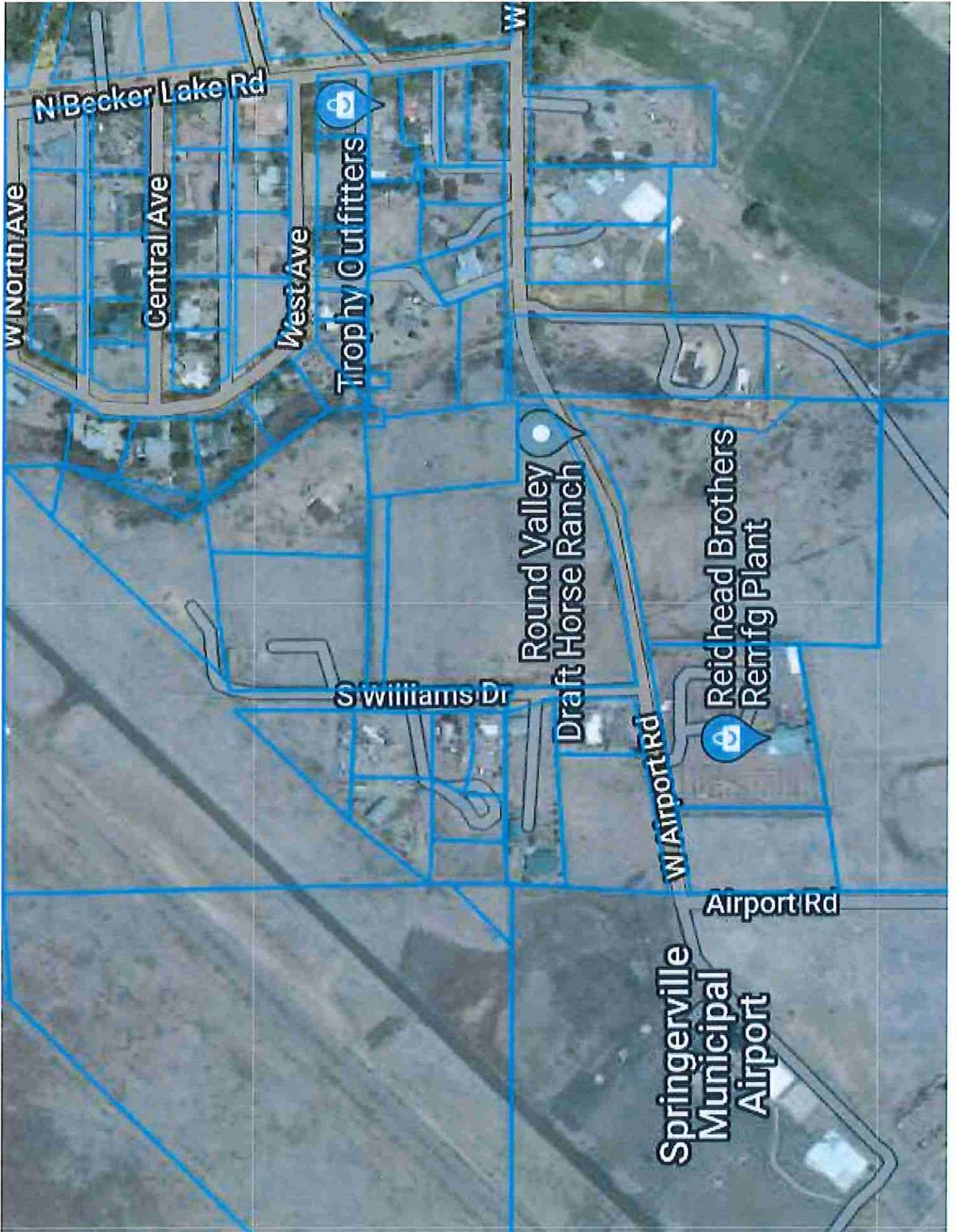
Discussion and Direction Only

STAFF REPORT

The Town of Springerville acquired 760 West Airport Road in 2021. The property consists of 11 acres with two (2) structures. The building needs to be cleaned out as the structures are very full of garbage, furniture, and clothes. It is apparent that no one has lived there in many years and may have had a hoarding problem. There are stacks and stacks of junk. The structures are not weather sealed nor sealed to prevent insects and animals from entering the buildings.

105-18-015Q

760





Parcel 105-18-015P



Assigned Situs NONE
 CON 64 White Mountain Ambulance Service Inc
 Owner TOWN OF SPRINGERVILLE
 Account Information R0007608
 Size 11

[More Info](#) [Assessor](#) [Treasurer](#) [Done](#)

Account: R0007608

Location	Owner Information	Assessment History				
Parcel Number 105-18-015P	Owner Name TOWN OF SPRINGERVILLE	Full Cash Value (FCV)	\$71,956			
Tax Area 1030 - SD#10, TOWN OF SPRINGERVILLE, WHITE MTN HEALTH CARE DIST	Owner Address 418 E MAIN STREET SPRINGERVILLE, AZ 85938	Limited Property Value (LPV)	\$71,521			
Situs Address		Primary Assessed	\$7,334			
Legal Summary (Note: Summary ONLY, may not be fully complete for use on legal documents) Section: 32 Township: 9N Range: 29E POR SW4.NW4 & POR NW4 OF SW4		Exempt	(\$7,334)			
		Net Primary Assessed	\$0			
		Secondary Assessed	\$7,379			
		Exempt	(\$7,379)			
		Net Secondary Assessed	\$0			
		Tax Area: 1030 Primary Rate: 3.2995 Secondary Rate: 2.7048				
		Legal Class	FCV	LPV	Primary Assessed	Secondary Assessed
		02.R	\$3,663	\$3,641	\$546	\$549
		04.1	\$68,293	\$67,880	\$6,788	\$6,830

Transfers		
Sale Date	Sale Price	Doc Description
		Special Warranty Deed

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 01/17/2023
SUBJECT: Resolution 2024-R001

SUGGESTED MOTIONS:

I move we approve Resolution 2024-R001,
A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF
SPRINGERVILLE, ARIZONA, DESIGNATING THE ELECTION DATE AND
THE PURPOSE OF ELECTION; DESIGNATING THE DEADLINE FOR
VOTER REGISTRATION; AND DESIGNATING THE PLACE AND THE
LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Please review the attached resolution.

RESOLUTION 2024-R001

CALL OF ELECTION

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, DESIGNATING THE ELECTION DATE AND THE PURPOSE OF ELECTION; DESIGNATING THE DEADLINE FOR VOTER REGISTRATION; AND DESIGNATING THE PLACE AND THE LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS.

WHEREAS, the Mayor and Council has by resolution called a Primary election to be held on August 6, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Springerville, as follows:

Section 1. Designation of Election Date; Purpose

That August 6, 2024, has been set as the date for holding the Primary Election in the Town of Springerville for the purpose of nominating candidates for two four-year seats on the Springerville Town Council whose names shall appear on the ballot at the Primary Election to be held on August 6, 2024. Any candidate receiving a majority of all the votes cast at the Primary Election will be declared elected without running at the General Election.

Section 2. Polling Place and Voting Precinct

The polling places used in the Town of Springerville will be the polling places established by Apache County. The polls will be open from 6:00 a.m. until 7:00 p.m. on Election Day.

Section 3. Designating Deadline for Voter Registration

Apache County voter registration and voting lists will be used for the municipal election. In order to be qualified to vote you must be registered by July 8, 2024 to vote in the Primary Election and October 7, 2024 to vote in the General Election.

Section 4. Designating Date and Place to file Candidate Nomination Form.

Candidates seeking municipal office may obtain nomination papers and other materials which must be filed by candidates at the Springerville Town Hall 418 E. Main Street beginning Monday, March 11, 2024 8:00 a.m.

Candidates must file nomination papers and other nomination forms by 5:00 p.m. on Monday, April 8, 2024 at the Town Clerks Office at Springerville Town Hall, 418 E. Main Street in order for their names to appear on the Primary Election ballot.

PASSED AND ADOPTED by the Mayor and Council of the Town of Springerville,
Arizona, this 17th day of January 2024.

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: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: Municipal Property Corporation

SUGGESTED MOTION:

I move we remove Gracie Becker, Bill Lucas, and Ginger Witbank from the Municipal Property Corporation.

or

I move do not remove Gracie Becker, Bill Lucas, and Ginger Witbank from the Municipal Property Corporation.

STAFF REPORT

The Town of Springerville currently does not have a functioning MPC Municipal Property Corporation.

Per the Bylaws, "The Corporation has been formed to assist the Town of Springerville in financing and constructing capital projects and to pay all legal, financial, engineering, architectural and incidental expenses incurred therein".

The last meeting was on 10-12-2023.



TOWN OF SPRINGERVILLE
MUNICIPAL PROPERTY CORPORATION MEETING
MONDAY, OCTOBER 12, 2020 5:30 P.M.

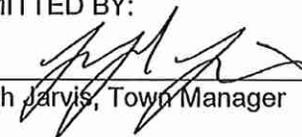
Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville MPC and to the general public that the MPC will hold a meeting open to the public at the Springerville Council Chambers, 418 East Main Street, Springerville, Arizona.

The MPC reserves the right to adjourn into Executive Session in accordance with AZ Revised Statutes Sec. 38-431.03(A)(1)(3)(4) & (7) for legal consultation on any of the following agenda items.

CALL MEETING TO ORDER AND ASCERTAIN QUORUM: Members of the Municipal Property Corporation or Legal Counsel that are unable to be present in person at a scheduled meeting, may participate in the meeting by telephone or video conference.

1. **PUBLIC PARTICIPATION:** Non-agenda items presented during the public participation portion of this agenda cannot be acted on at this time. Individual board members may ask questions of the public or ask staff to review the matter, or defend themselves, but are prohibited by State of AZ Open Meeting Laws from discussing the item. The Chair **MAY** allow public comment on agenda items
2. **INTRODUCTIONS:** Introductions to the Municipal Property Corporation Board Members.
3. **ARTICLES OF CORPORATION:** Discussion and review of the Articles of Corporation and the history of the MPC.
4. **BYLAWS:** Discussion and review of the MPC Bylaws.
5. **ELECTION OF OFFICERS:** Discussion and possible action regarding electing a President, Vice President, and Secretary for the Town of Springerville Municipal Property Corporation.
6. **RECENT ACTIVITY:** Discussion and review of recent MPC activity.
7. **MPC IDEAS BY DANIEL MUTH PLS, CFEDS:** Discussion of ideas with Daniel Muth on the future of the MPC.
8. **TOPICS FOR NEXT MEETING.:** Discussion and direction regarding topics for the next MPC meeting. Suggestions include USDA loan, ideas for utilizing the MPC, other suggestions.
9. **SCHEDULE NEXT MEETING:** Discussion and direction on scheduling the next meeting date.
10. **ADJURNMENT:**

SUBMITTED BY:



Joseph Jarvis, Town Manager

10/08/2020

Date

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.

POSTED BY:



Kelsi Miller, Town Clerk

10/08/2020

Date

BYLAWS
OF
TOWN OF SPRINGVILLE
MUNICIPAL PROPERTY CORPORATION

ARTICLE I

GENERAL

Section 1.01. Name and Character. The name of this Corporation is TOWN OF SPRINGVILLE MUNICIPAL PROPERTY CORPORATION, and it has been created and organized as a nonprofit corporation under the laws of the State of Arizona.

Section 1.02. Purpose and Accomplishment Thereof. The Corporation has been formed to assist the Town of Springerville, Arizona (the "Town"), in financing and constructing capital projects and to pay all legal, financial, engineering, architectural and incidental expenses incurred therein. The Corporation intends to issue and sell its bonds to finance the acquisition of land and/or the construction of the improvements, and after such bonds have been fully paid or provided for, the Corporation shall forthwith transfer all right, title and interest of the Corporation in and to the said land and/or improvements and in and to all other property of the Corporation to the Town, subject to any then existing liens and also subject to any then existing rights of any creditors of the Corporation.

ARTICLE II

OFFICES AND CORPORATE SEAL

Section 2.01. Principal Office. The principal office of the Corporation shall be located at 23 South Papago Street, Springerville, Arizona 85938, or at such other place as shall be determined by the Board of Directors.

Section 2.02. Other Offices. The Corporation may also maintain offices at such other place or places, within or without the State of Arizona, as may be designated from time to time by the Board of Directors, and the business of the Corporation may be transacted at such other offices with the same effect as that conducted at the principal office.

Section 2.03. Corporate Seal. A corporate seal shall not be requisite to the validity of any instrument executed by or on behalf of the Corporation, but nevertheless, if in any instance a corporate seal be used, the same

shall be, at the pleasure of the officer affixing the same, a circle having on the circumference thereof "TOWN OF SPRINGERVILLE MUNICIPAL PROPERTY CORPORATION" and in the center "Incorporated Arizona 1987."

ARTICLE III

DIRECTORS

Section 3.01. Number. The Board of Directors shall consist of three (3) members until such time as the Board of Directors shall, at any annual or special meeting called for that purpose, increase or decrease the number of directors; but the Board shall at no time have less than three (3) nor more than fifteen (15) members. The directors shall be elected at the annual meeting of directors, except as provided in Section 3.02 of this Article III, subject to the approval of the Mayor and Council of the Town, and each director elected shall hold office until his or her successor is elected and qualified. Any director may be removed for cause by the Mayor and Council of the Town.

Section 3.02. Vacancies. Vacancies and newly created directorships resulting from any increase in the authorized number of directors may be filled by the affirmative vote of the majority of the remaining directors then in office, though less than a quorum, or by a sole remaining director, subject to the approval of the Mayor and Council of the Town, and the directors so chosen shall hold office until the next annual election and until their successors are duly elected and qualified, unless sooner displaced.

Section 3.03. Powers. The business and affairs of the Corporation shall be managed by its Board of Directors, which may exercise all such powers granted under and consistent with the statutes of the State of Arizona, the Articles of Incorporation and these Bylaws. The Corporation shall have no members other than the members of the Board of Directors, and all powers otherwise exercisable by members may be exercised by the Board of Directors.

Section 3.04. Place of Meetings. The Board of Directors of the Corporation may hold meetings, both regular and special, either within or without the State of Arizona.

Section 3.05. Annual Meeting. The annual meeting shall be held on the third Tuesday of September of each year for the purpose of electing the new Board of Directors. In the event such meeting is not held, the meeting may be held at such time and place as shall be specified in a notice given as hereinafter provided for special meetings of the

Board of Directors, or as shall be specified in written waiver by all directors.

Section 3.06. Regular Meetings. Regular meetings of the Board of Directors may be held without further notice at such time and at such place as shall from time to time be determined by the Board if a regular time and place has been previously specified for the holding of such meetings.

Section 3.07. Special Meetings. Special Meetings of the Board may be called by the President or Secretary on one day's notice to each director, either personally, by mail, or by telegram, or by telephone; special meetings shall be called by the President or Secretary in like manner and on like notice on the written request of two directors.

Section 3.08. Quorum. A majority of the membership of the Board of Directors shall constitute a quorum, and the concurrence of the majority of those present shall be sufficient to conduct the business of the Board, except as may otherwise be specifically provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors, the directors then present may adjourn the meeting to another time or place, upon notice as required for a special meeting. Notwithstanding the foregoing, if all the directors shall sign a written ratification of actions taken at any meeting, then such actions shall be and constitute the valid actions of the Corporation, whether or not a quorum of directors, as defined herein, was actually present at the meeting.

Section 3.09. Compensation. Neither directors nor officers shall receive any salary for their services, except that, by resolution of the Board, actual expenses of attendance, if any, may be allowed for attendance at meetings of the Board. Nothing shall preclude any director or officer from serving the Corporation in another capacity and receiving compensation therefor.

Section 3.10. Waiver of Notice. Attendance of a director at a meeting shall constitute waiver of notice of such meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Any director may waive notice of any annual, regular or special meeting of directors, by executing a written notice of waiver either before or after the time of the meeting.

Section 3.11. Open Meeting Laws. Whenever any statutes or other laws of the State of Arizona, commonly known as open meeting laws, apply to the proceedings of this Corporation, such laws shall take precedence over any provisions in these Bylaws in conflict therewith; and such laws shall be complied with by all persons performing actions subject thereto.

ARTICLE IV

OFFICERS

Section 4.01. Designation of Titles. The officers of the Corporation shall be chosen by the Board of Directors, and shall be a President, a Vice President, a Secretary and a Treasurer. The Board of Directors may also choose a Chairman of the Board, additional Vice Presidents, and one or more Assistant Secretaries and Assistant Treasurers. Any number of offices, except the offices of President, Vice President and Secretary, may be held by the same person, unless the Articles of Incorporation or these Bylaws otherwise provide. An officer, except Chairman of the Board, need not be a member of the Board of Directors.

Section 4.02. Appointment of Officers. The Board of Directors at its annual meeting shall choose a President, one or more Vice Presidents, a Secretary and a Treasurer, and may choose a Chairman of the Board, each of whom shall serve at the pleasure of the Board of Directors. The Board of Directors at any time may appoint such other officers and agents as shall be determined from time to time by the Board.

Section 4.03. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors at any time.

Section 4.04. Chairman of the Board. The Chairman of the Board, if one shall have been appointed and be serving, shall preside at all meetings of the Board of Directors, and shall perform such other duties as from time to time may be assigned to him or her.

Section 4.05. President. The President shall preside at all meetings of directors if a Chairman of the Board shall not have been appointed, or having been appointed, shall not be serving or be absent. The President shall sign all deeds and conveyances, all contracts and agreements, and all other instruments requiring execution on behalf of the Corporation, and shall act as operating and

directing head of the Corporation, subject to policies established by the Board of Directors. In case of the permanent absence or inability of the President to act, the office shall be declared vacant by the Board of Directors and a successor chosen by the Board.

Section 4.06. Vice Presidents. There shall be as many Vice Presidents as shall be determined by the Board of Directors from time to time, and they shall perform such duties as from time to time may be assigned to them. Any one of the Vice Presidents, as authorized by the Board, shall have all the powers and perform all the duties of President in case of the President's temporary inability to act.

Section 4.07. Secretary. The Secretary shall see that the minutes of all meetings of the Board of Directors and of any standing committees are kept. The Secretary shall be the custodian of the corporate seal, and shall affix it to all proper instruments when deemed advisable by him or her. The Secretary shall give or cause to be given required notices of all meetings of the Board of Directors. The Secretary shall have charge of all books and records of the Corporation, except books of account, and, in general, shall perform all the duties incident to the office of Secretary of a corporation, and such other duties as may be assigned to him or her.

Section 4.08. Treasurer. The Treasurer shall have general custody of all the funds and securities of the Corporation except such as may be required by law to be deposited with any state official. The Treasurer shall see to the deposit of the funds of the Corporation in such bank or banks as the Board of Directors may designate. Regular books of account shall be kept under the direction and supervision of the Treasurer, and the Treasurer shall render financial statements to the President and Directors at proper times. The Treasurer shall have charge of the preparation and filing of such reports, financial statements and returns as may be required by law.

Section 4.09. Bonds of Officers. The Treasurer and any other officer or agent of the Corporation charged with responsibility for the custody of any of its funds or property shall give bond in such sum and with such surety as the Board shall determine and the premium therefor shall be paid by the Corporation as an operating expense.

Section 4.10. Removal. Any officer may be removed from office at any time by an affirmative vote of a majority of the Board of Directors, with or without cause.

ARTICLE V

FINANCIAL TRANSACTIONS

Section 5.01. Nonprofit Operation. The Corporation shall at all times be operated on a nonprofit basis. No director, officer, employee, member of a committee, or any individual shall receive at any time any of the net earnings or pecuniary profits from the operations of the Corporation; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets, either prior to or upon the liquidation or dissolution of the Corporation. Further, the Corporation shall not lend money to or use its credit to assist its directors, employees or officers in any manner.

Section 5.02. Accounting System and Reports. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

Section 5.03. Contracts. Except as otherwise provided in these Bylaws, the Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 5.04. Checks, Drafts and Other Orders For Payment of Funds. All checks, drafts, or other orders for the payment of money, and all notes, bonds, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, employee or employees of the Corporation and in such manner as shall from time to time be determined by resolution of the Board.

Section 5.05. Deposits. Except as otherwise determined by the Board of Directors, all funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such bank or banks as the Board may select.

Section 5.06. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July of each and every year and shall end on the last day of June of the following year.

ARTICLE VI

PROHIBITION OF PAYMENT
OF DIVIDENDS OR INCOME

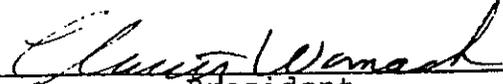
Section 6.01. No Stock or Dividends. The Corporation shall not have or issue shares of stock, and no dividend may be paid and no part of the income or profit may be distributed to any director or officer. Notwithstanding this provision, the Corporation may pay compensation in a reasonable amount as authorized by these Bylaws.

ARTICLE VII

REPEAL, ALTERATION OR AMENDMENT

Section 7.01. Amendment of Bylaws. These Bylaws may be repealed, altered or amended, or substitute Bylaws may be adopted at any time, only by a majority of the Board of Directors. Notwithstanding the foregoing, Article V of these Bylaws regarding the nonprofit nature and operation of the Corporation shall not be altered, amended or repealed.

ADOPTED this 18 day of DEC, 1987.


President

ATTEST:


Secretary

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: Municipal Property Corporation

SUGGESTED MOTION:

I move we appoint Don Scott to the Municipal Property Corporation.
or

I move we do not appoint Don Scott to the Municipal Property Corporation.

STAFF REPORT

The Town of Springerville currently does not have a functioning MPC
Municipal Property Corporation.

Per the Bylaws, "The Corporation has been formed to assist the Town of Springerville in financing and constructing capital projects and to pay all legal, financial, engineering, architectural and incidental expenses incurred therein".

The last meeting was on 10-12-2023.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: Municipal Property Corporation

SUGGESTED MOTION:

I move we appoint Heidi Wink to the Municipal Property Corporation.
or

I move we do not appoint Heidi Wink to the Municipal Property Corporation.

STAFF REPORT

The Town of Springerville currently does not have a functioning MPC
Municipal Property Corporation.

Per the Bylaws, "The Corporation has been formed to assist the Town of Springerville in financing and constructing capital projects and to pay all legal, financial, engineering, architectural and incidental expenses incurred therein".

The last meeting was on 10-12-2023.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: December 19, 2023
SUBJECT: Municipal Property Corporation

SUGGESTED MOTION:

I move we appoint Kelsi Miller to the Municipal Property Corporation.
or

I move we do not appoint Kelsi Miller to the Municipal Property Corporation.

STAFF REPORT

The Town of Springerville currently does not have a functioning MPC
Municipal Property Corporation.

Per the Bylaws, "The Corporation has been formed to assist the Town of Springerville in financing and constructing capital projects and to pay all legal, financial, engineering, architectural and incidental expenses incurred therein".

The last meeting was on 10-12-2023.