

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 18, 2015**

A Regular Meeting of the Page City Council was held at 6:39 p.m. on November 18, 2015, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Mike Bryan, Levi Tappan, David Tennis and Dennis Warner were present. Councilor Scott Sadler was excused. There was a moment of meditation. Police Chief Frank Balkcom led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: Community Development Director, Kim Johnson; Police Chief, Frank Balkcom; Page Utilities General Manager, Bryan Hill; and Deputy City Clerk, Sue Kennedy.

PRIORITY LIST

Discussion and possible action by the City Council pertaining to the City Council Strategic Priorities

There was no discussion by the City Council.

Discussion and possible action by the City Council pertaining to the City Councilors individual priorities

There was no discussion by the City Council.

MINUTES

Work Session Meeting – October 28, 2015

Regular City Council Meeting – October 28, 2015

Regular City Council Meeting – November 4, 2015

Motion made by Vice Mayor Kocjan to approve the minutes. The motion was duly seconded and passed upon a vote.

CONSENT AGENDA

MINUTES

Community Center Board-September 8, 2015

INFORMATION

Letter of Resignation-Aimee D'Avignon-Parks and Recreation Advisory Board

Letter of Resignation-Suzanne Cottrell, Library Advisory Board

Motion made by Vice Mayor Kocjan to approve the consent agenda. The motion was duly seconded and passed upon a vote.

PUBLIC HEARINGS

None

HEAR FROM THE CITIZENS

Steve Blevins, 237 Aero, suggested that the City of Page research the possibility of implementing a VIP (Volunteers in Police Service) program. He stated that the member volunteers could perform a wide variety of tasks such as setting up barriers, piloting the Police Department boat, walking through the vendor fairs for security, making compliance and code enforcement contacts, doing outreach projects, searches, and monitoring the Rim Trail, to name a few. He stated that a VIP program will free up the time of sworn officers and save the community money.

UNFINISHED BUSINESS

Discussion and possible action by the City Council pertaining to the First Quarter Financial Report – Tabled November 4, 2015

At the November 4, 2015 Regular City Council Meeting, City Council voted to table the agenda item until Councilors Warner and Tennis were available to present the report.

Motion made by Councilor Bryan to remove the agenda item from the table. The motion was duly seconded and passed upon a vote.

Councilor Warner began by pointing out that staffing levels are back up in the Police Department, some much needed street improvements were completed, there was a \$1.4 million transfer into the Debt Service Fund, and projections show that the City will be on track with the bond debt over the next four years.

He also showed in the report that 35% of last year's total revenue was accomplished this year, with only 25% of the year having gone by. The expenditure side showed that the City was ahead in spending those revenues by the same margin.

He pointed out some additional figures in the report.

Councilor Tennis continued reviewing the report by pointing out that the General Fund balance was up by \$2 million over last year at this time. Also, the City's balance in the Debt Service Fund went from \$1.4 million to over \$3 million, and Capital Projects has a strong fund balance as well. He continued by highlighting several other variances and comparisons.

Councilor Warner stated that the take away from the report is that the City is being managed well.

Councilor Tennis concluded that the First Quarter Financial Report is a positive report and that the City has a healthy reserve fund, unlike 4 years ago.

NEW BUSINESS

Discussion and possible action by the City Council pertaining to a Memorandum of Agreement (MOA) regarding Mass Prophylaxis Dispensing and Closed Point of Dispensing (POD) with the Coconino County Public Health Services District (CCPHSD)

On October 28, 2015, Coconino County Emergency Management Director, Robert

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Rowley, and Coconino County Public Health Services District (CCPHSD) Program Manager, Jocelyn Beard, presented to the City of Page Department Directors about the potential partnerships with the Coconino County Emergency Management and Public Health Emergency Preparedness Programs. CCPHSD would collaborate with the City of Page to have the City become a Closed POD site during a public health emergency.

The City of Page would activate a Closed POD when notified by CCPHSD that there is a public health emergency, and the City would follow their drafted Closed POD Plan for the City employees and their families to receive medications and medical supplies.

CCPHSD, through the PHEP Cooperative Agreement (Intergovernmental Agreement ADHS12-007885), in addition to a variety of key public health related preparedness activities, cooperative agreement recipients are required to develop plans to receive, distribute and dispense medical countermeasures from the Strategic National Stockpile (SNS) to their affected populations during an emergency. The SNS is a national repository of critical medical countermeasures and supplies that are available to supplement state and local public health officials during public health emergencies. The items in the SNS are capable of supporting all-hazards emergencies, with a great emphasis on acts of bioterrorism.

Closed PODs will play an important role in any situation where it is necessary to provide emergency medications to large groups of people. Traditional medical providers, such as hospitals and medical clinics, will likely be overwhelmed during a large-scale public health emergency. PODs established to support the public will also be highly stressed in a situation where the entire population needs medication within a short time frame. Closed PODs will help relieve the pressure by reaching specific portions of the community. As a result, long lines and public anxiety can be reduced and resources can be used more efficiently.

As a partner to CCPHSD, the City will play a critical role in our community's public health preparedness activities. The City's willingness to operate a closed point of dispensing during an emergency for employees and their families and to assist our community demonstrates an organization's commitment to the national preparedness initiative. CCPHSD, Emergency Preparedness Program will match the commitment with equal dedication by providing the necessary technical assistance, planning tools and resources to help develop a Closed POD plan.

Per the Memorandum of Agreement (MOA), the City would pay for staff compensation for working the Closed POD, cost of POD supplies (office supplies, i.e. signage, pens, paper, etc). The City, after the MOA has been signed, would be considered a "response partner" and would be able to apply for re-imbusement up to 75% of their staff compensation and supplies used during the event.

The City would also consider costs associated with staff training, staff time to draft

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Closed POD Plan and certification for Emergency Preparedness courses.

Mayor Diak stated that he would explain this item as City Manager Crystal Dyches went home sick. He reviewed the background material and summarized what the MOA was about.

Police Chief Frank Balkcom stated that this MOA is a preliminary study to create a plan. Since Page is geographically isolated, the City needs a contingency plan to protect critical people in the City Government. This is an opportunity to see if Council has interest in exploring the options and be proactive. Chief Balkcom said that tonight's motion is for the opportunity to create the action plan, and after Council review, implement the process.

Motion made by Councilor Tappan to approve the Memorandum of Agreement between the Coconino County Public Health Services District and the City of Page for Mass Prophylaxis Dispensing Closed Point of Dispensing (POD). The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an authorization to solicit a Request for Proposal (RFP) to update and codify the Page Zoning Ordinance
One of the 2015 City Council Strategic Priorities is a "High Performing Organization", and one of the related objectives is to "review and update City Code". While the Zoning Ordinance is not codified, it is an important set of Ordinances that governs land use and zoning. These ordinances have been and are continuously being reviewed as they are applied to development and land use inquiries and proposals in the community.

Staff has determined that the current Zoning Ordinance is outdated, cumbersome, does not meet the needs of this young and developing tourist community, and needs to be codified as part of the overall re-codification process undertaken by the City. A comprehensive list of immediate concerns related to the current Zoning Ordinance has been prepared by staff and presented to and discussed by the Planning and Zoning Commission.

Community Development Director Kim Johnson began by saying that within the scope of Council's Strategic Priority "High Functioning Organization", the City's Zoning Ordinance needs to be reviewed and updated. She explained that there is money in this year's budget to implement staff's primary concerns, but due to Planning and Zoning Commission quorum issues, she is bringing this item directly to Council, and then will present an RFP to the commission when a quorum is met.

Ms. Johnson estimated updating the code to be a 12-15 month process. Also, the City's zoning map needs to be in digital format so it can be updated when changes occur.

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She suggested that City Council create a broad base task force to work on the zoning code update, it being a large scope project that affects all aspects of development of land use in the community.

Mayor Diak asked if the budgeted \$40,000.00 was going to cover the entire project.

Ms. Johnson stated that the digital mapping tool would add some extra expense, therefore the project may have to go into the next budget cycle.

Councilor Bryan asked about the importance of this project.

Councilor Warner stated that this process will allow the city to engage in redeveloping the entire breadth of land use and land development. He stated that this was an overwhelming task and that the City needs this guidance and new guidelines, to develop and shape the look and feel of Page for the future.

Councilor Bryan proposed that perhaps when the City hires a City Engineer, they would have GIS (Geographical Information System) mapping experience and therefore could do the mapping.

Community Development Director Kim Johnson explained that there are no prospects for a City Engineer, and the complex process of redoing the code should never be done in-house, it is way too overwhelming a task. She stressed how critical it is to basically start over and have expert help with it.

Councilor Tappan asked if Ms. Johnson could bypass Planning and Zoning Commission recommendation and move forward with the RFP.

She stated yes, but that she thought there would be a quorum at the next meeting.

There was discussion.

Motion made by Councilor Tennis to authorize Staff and the Planning and Zoning Commission to develop a Request for Proposals and solicit proposals to update and codify the Page Zoning Ordinance. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an authorization to apply for the Route 66 Community Wide Assessment Grant for an environmental site assessment of the former landfill

The City of Page has been invited by Coconino County to apply to the Route 66 Community Wide Assessment Grant program for funds to assess the former landfill constructed and operated by the Bureau of Reclamation on land located to the south of the city's industrial park. The purpose of the assessment is to determine if there are

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hazardous substances on the site, and if so, if additional assessment is needed to determine a clean-up plan for the property. Should the City choose to pursue a grant, Coconino County would act as the conduit to the coalition and Environmental Protection Agency (EPA).

The Cities of Flagstaff, Winslow, and Holbrook along with Navajo and Coconino Counties have received a \$700,000.00 Route 66 Community Wide Assessment Grant from the U.S. EPA to conduct environmental site assessments. These assessments can be done on any site within the region that has the potential for petroleum or hazardous substances (commonly referred to as Brownfields).

The Route 66 coalition has hired Cardno, a professional environmental consulting firm, to assist potential applicants with their applications to the EPA and to manage the environmental assessment process. There is no cost to applicants, and no obligation by applicants for further assessment or cleanup. There is opportunity for applicants to apply for additional funding should further assessment be recommended; and there are competitive funding sources available for clean up. Applicants will have access to Cardno to assist with those application processes as well.

City Staff and Mayor Diak have met with Dave Laney of Cardno to review the grant program as well as walk the site and discuss its history. Staff feels that this is a risk-free, cost-free opportunity to gain an understanding of the current conditions at this site and get feedback on how the site could best be management and ultimately cleaned up if necessary.

There is no cost to the City for the application process or associated assessment, other than staff time to provide information for the application process.

Community Development Director Kim Johnson explained how the debris from the former landfill is coming to the surface and creating hazards, and that the Route 66 funds are available as far north in the county as Page. There is no risk to the City for the assessment, and there are further funds available for the subsequent landfill clean up.

Mayor Diak stated that the site is the old Bureau of Reclamation dump site, and that the magnitude of the issue is worth looking at and getting help with.

Motion made by Councilor Warner to authorize Staff to pursue a grant(s) for Environmental Site Assessment of the former landfill. The motion was duly seconded.

There was discussion.

The motion passed upon a vote.

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BID AWARDS

None scheduled

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

BUSINESS FROM THE COUNCIL

Discussion and possible action by the City Council pertaining to amending the City of Page Zoning Code Chapter 7, Section 5 - Lighting

Chapter 7, Section 5 – LIGHTING of the Page Zoning Code is in need of an update to include light-emitting diode (LED) lighting.

Vice Mayor Kocjan stated that Page Utility Enterprises (PUE) as well as the Building Department and Planning and Zoning have all asked to have this amendment move forward; that LED lighting needs to be included in the Zoning Code for commercial properties.

Page Utilities General Manager Bryan Hill was present to answer questions. He stated that sodium technology is phased out, and that LED is far superior in terms of life-cycle. The City of Page Zoning Code states sodium pressure for Non Residential Lighting, but Wal-Mart and Maverick have already moved to LED.

Vice Mayor Kocjan stated that the building department gets questions brought to them about our City lighting requirement. High pressure sodium is becoming more expensive and less reliable, and the Police Department has reported they cannot identify the color of a vehicle, let alone see the suspect. The citizens of Page should have the benefit of this improved lighting safety and security, and the City needs to move into the 21st century, and in many places, any type of lighting other than LED is not even available anymore.

Community Development Director Kim Johnson stated that street lighting is not subject to the code requirement. She suggested that the sodium requirement be taken out of the code, but that no specific technology be referenced, to allow for later advancements. She recommended keeping the language simple as to directional lighting, how it is shielded and protects the dark sky considerations, and not to include the technology type.

Bryan Hill said that PUE is replacing broken street fixtures with LED, on an as-needed

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basis, and gave some technical details of different temperatures of LED lights, recommending the cheapest and most popular for Page.

There was discussion regarding star-gazing and dark sky compliance.

Kim Johnson suggested she draft language to simplify the code, and recommended leaving specific technology out.

Vice Mayor Kocjan agreed with Ms. Johnson regarding eliminating reference to any type of lighting.

Motion made by Councilor Tappan to direct staff to bring back for City Council consideration changes to the City of Page Zoning Code, Chapter 7, Section 5 – LIGHTING, to exclude the type of lighting technology, and other suggestions. The motion was duly seconded and passed upon a vote.

BOARDS & COMMISSIONS

Discussion by the City Council pertaining to reports by Board Liaisons

Councilor Tappan stated that the Youth Advisory Commission has four applications and at the next meeting should have people to appoint to that board.

DEPARTMENTS

None scheduled

CLAIMS

None scheduled

ADJOURN

The meeting was adjourned at 7:52 p.m.



Sue Kennedy
Deputy City Clerk

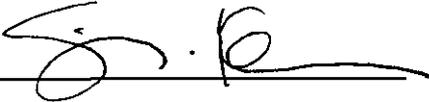


William R. Diak
Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the City Council Regular Meeting, held on the 18th day of November, 2015. I further certify that the meeting was duly called and that a quorum was present.

Dated this 2nd day of December, 2015

A handwritten signature in black ink, appearing to read 'S. Kennedy', is written over a horizontal line.

Sue Kennedy, Deputy City Clerk