

**MINUTES OF TOWN COUNCIL MEETING  
TOWN OF SNOWFLAKE  
HELD 10/07/2025**

**1. CALL TO ORDER/ROLL CALL**

**Present: Byron Lewis, Mark Sheen, Reid Stinnett, Travis Kay, Cory Johnson, Joseph Bjornn, Greg Brimhall; Staff: Brian Richards, Katie Melser, Ella McAdams, Bruce Meyer, Chief Martin, Anthony Castiglia**

**2. PRAYER/PLEDGE**

Bjornn/Kay

**3. PROCLAMATIONS AND RECOGNITIONS**

*A. STPD Sergeant Announcement*

Chief Martin presented Anthony Castiglia as the new Sergeant and officially presented his badge for his wife to pin on him. The candidates have to go through a grueling process; even still, all three candidates in the group tested very high.

Sergeant Castiglia addressed the meeting. Shout out to Mayor Lewis recently did a ride along and was able to help console a small child during a DUI. Also a shout out to Chief Martin for jumping in and doing work side by side with the department on calls.

**4. CALL TO PUBLIC**

Stan Longwell- appreciate the opportunity to address the council; thank you for your service. Concerning the lot used on Hillcrest and Sandtrap: it is a very busy area. Surrounded by heavy golf course activity. Complaints to date have been perceived as ignored. No responses or explanations have been given. Listen to our pleas for the area and will impact our property values.

Angie Daniel - speaking about the same thing as Stan. Gordon has not received a response to his email sent on October 1. We feel like the response is not going fast enough. The lot looks industrial right now and looks terrible. Would not have bought her house if that lot was there. Can only assume it will affect property values. Traffic (foot, bike, and motorized) is the most pressing issue. Would pay extra taxes for them to store their equipment further from the current location.

Jack Babb- would like to report on the Navajo County Fair and the FFA students from Snowflake High School. Students took their job seriously and they did well. The Jr. livestock committee had many exhibitors and would like to thank those who support the fair. Would like to see this continue and the more support we receive, the better off the program will be.

Tamra Stepp and Ryan Stuart- present the Town of Snowflake with the Just Serve City plaque and some swag from the organization. There is nothing more unifying than going and serving someone who needs you. It doesn't matter who you are or where you come from, it changes your hearts and brings you together.

**5. CONSENT AGENDA**

A. Council Minutes Dated September 2, 2025

B. Council Worksession Minutes Dated September 2, 2025

- C. September Check Register
- D. Update to Town Personnel Policy Manual 4.9 Military Leave
- E. Purchase of Used 2024 Chevrolet Silverado 3500 with Utility Bed from Arizona Motors Snowflake for \$78,897.
- F. Approval of Resolution 2025-11: Changing the name of E 5th Street North to Ruth Lane.
- G. FY25 Budget adjustments

***Motion by Johnson; seconded by Kay to approve the consent agenda. Motion passed 6-0 with Lewis, Kay, Johnson, Bjornn, Brimhall, and Stinnett in favor; Absent: Sheen***

## **6. PUBLIC HEARING**

- A. Application Submitted by Maria Danielle Burgess for Type 009, Liquor Store, Liquor License on Behalf of Circle K Store #9578 for its Location At 315 N Main St, Snowflake, AZ

***Motion by Lewis; seconded by Stinnett to open the public hearing. Motion passed 6-0 with Lewis, Kay, Johnson, Bjornn, Brimhall, and Stinnett in favor; Absent: Sheen***

No public comment was given

***Motion by Lewis; seconded by Bjornn to close the public hearing. Motion passed 6-0 with Lewis, Kay, Johnson, Bjornn, Brimhall, and Stinnett in favor; Absent: Sheen***

## **7. DISCUSSION/ACTION ITEMS**

- A. Consideration and Action for Application Submitted by Maria Danielle Burgess for Type 009, Liquor Store, Liquor License on Behalf of Circle K Store #9578 for its Location At 315 N Main St, Snowflake, AZ

***Motion by Johnson; seconded by Kay to recommend approval to the State Liquor Board of the application submitted by Maria Danielle Burgess for Type 009, Liquor Store, Liquor License on behalf of Circle K Store #9578 for its location at 315 N Main St, Snowflake, AZ. Motion passed 6-0 with Lewis, Kay, Johnson, Bjornn, Brimhall, and Stinnett in favor; Absent: Sheen***

- B. Consideration and Action for Ordinance 2025-09: Zoning Change Request: 3102 W 11th St. N: Westbrook

Doug Westbrook in attendance. Met with P&Z and they were satisfied with his plan. Change zoning from R-2 to R-1. Splitting into 3 parcels with plans to eventually build. Stinnett- one of the things that makes West Gardens very nice is that there are 2+ acre lots. These are meant to be larger lots with custom homes.

***Motion by Lewis; seconded by Brimhall to approve the reading of Ordinance 2025-09, one time, by title only; and to approve the ordinance as written. Motion passed 5-1 with Lewis, Kay, Johnson, Bjornn, Brimhall in favor and with Stinnett opposed; Absent: Sheen***

- C. Consideration and Action for engineering proposal from Ironside Engineering for water and sewer infrastructure at 19th S and SR77.

*Councilmember Sheen joined the meeting during item C.*

Brian- There is not currently any sewer and water infrastructure on the west side of SR77. In speaking with the Town of Taylor, we decided it would be better if we put in the infrastructure. Asked Ironside Engineering for a proposal, which they provided. Total cost \$25,800 for the plans.

Kay- why did we decide we would take on the burden of putting in this utility? We'll put in the infrastructure and then spread the cost between all the parcels through permits.

Kay- if we're willing to put in infrastructure, let's be consistent across the board.

Lewis- how long will this take? about a month for Ironside to complete it.

Kay- would like to keep 18 S. straight as long as possible instead of having it jog to the south earlier.

***Motion by Kay; seconded by Bjornn to approve the proposal from Ironside Engineering, as proposed . Motion passed; unanimous***

- D. Ordinance 2025-11 Adopting by reference the 2018 International Building Code, Appendix J, pertaining to Grading and Grading permits, and amending Title 9, Chapter 1, Section 9-1-5 Brian- back in 2021 we adopted the 2018 building code. Appendix J regulates grading and grading permits. Currently, property owners can grade their property and remove native vegetation.

Kay- generally against adopting national building codes. Understand the concern, but is for people being able to grade their lot the way they would like.

Brian- what if the drainage gets changed?

Kay- that is part of life, you have to protect your own property

Johnson- water flows on to you, they can't change that; we need to be able to control that

Sheen- if you perform the grading and it changed the flow of water, there would still be legal avenues beyond the permitting process; if we do this, we can control it before it starts.

Brian- this allows us to require a drainage plan and a revegetation plan

Kay- don't want to spend thousands of dollars to make the grading report

Lewis- have seen the issue when people grade their property without a plan; get Travis' point, but don't believe it will be as onerous as he thinks

Kay- would challenge us to not encumber people's property, especially for residential;

Extensive discussion about the merits and detriments of this code was had by council.

Brian- this protects people's property rights; if you're grading 1 acre or larger, you'll need to get a permit.

Bruce Meyer- wildcat development is going on right now, and this is a way to help regulate; the challenge here is, how do we help developers be successful? this is the first step to make sure there is appropriate design. Other appendix in this section have already been adopted.

Brian- big believer in private property rights by protecting neighbors from someone trying to remove all the native vegetation.

Kay- I take care of my property and landscaping

Stinnett- that's the difference though, others don't take care of their property

appropriately Brian- we can table this until the next meeting, our attorney will be here for another ordinance, and he can explain this ordinance

Sheen- want to make sure we aren't putting onerous requirements on property owners; want to know what the requirements are

reporter- the dust is a problem; but drainage levels can become a huge problem if there isn't something to regulate it (listen)

Meyer- how do you want P&Z to handle this without impacting our citizens

***Motion by Lewis; seconded by Sheen to table this ordinance . Motion passed; unanimous***

## **8. COUNCIL MEMBER REPORTS**

**Brimhall-** crews working late last night on a water break, doing a good job; efforts of community memvers and employees impress himall the time.

**Stinnett-** glad to be back; grateful to be a part of this wonderful community Kay- great opportunity for the 4-H and FFA kids at the Navajo County Fair; youth football just finished season and had great seasons; fall sports are in full swing

**Sheen-** thank you to Ella for the great work at the library, the programs are great; Brian, really appreciate seeing all the road work, patches, etc. that is going on around town

**Lewis-** gratitude to the council members; he hears that the council really cares about the community; met with a lot of folks about concerns at the golf course and they came with some solutions; reminder to wear pink for breast cancer awareness this month;

## **9. MANAGER'S REPORT**

A. Updates and discussion regarding financial reports and capital projects.

Update on some capital projects; he provided a list to the council of projects that are definitely planned and that they'll be applying for grants.

Rodeo Rd.

Engineering for road design on 7th and Centennial

Water and Sewer Line extension SR77 and 19th S

E 7th S extension to 2nd E

4 Way roundabout at 7th S and Centennial

Blvd Traffic Signal at 19th S and SR 77

## **10. ADJOURNMENT**

8:15 PM