

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
310 N. 4th Street**

5:30 PM

AGENDA

Tuesday, February 2, 2016

REGULAR MEETING

**CALL TO ORDER AND ROLL CALL INVOCATION --- ALL COUNCILMEMBERS
WERE PRESENT EXCEPT VICE MAYOR YOUNG WHO WAS EXCUSED.**

The invocation will be given by Pete Ernst of Manzanita Baptist Church

PLEDGE OF ALLEGIANCE

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A) 3 TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

1. APPROVAL OF MINUTES

- a. The Work Session minutes of January 7, 2016. MOTION TO APPROVE WITH NOTED CORRECTIONS WAS PASSED BY A VOTE OF 6-0.**
- b. The Regular Meeting and Executive Session minutes of January 19, 2016. MOTION TO APPROVE WITH NOTED CORRECTIONS WAS PASSED BY A VOTE OF 6-0.**

2. APPOINTMENTS

a. Appointments to Historic Preservation Commission (HPC)

The HPC currently has three vacancies: two full terms that will expire in December, 2018 and one partial term that will expire in December, 2017. In addition to these three vacancies, one member had over three unexcused absences during 2015 and may be removed from the commission per Kingman Municipal Code. The HPC was unable to meet in November, 2015 to review candidate applications due to lack of attendance. The HPC meets quarterly and will have its next Regular Meeting on February 23, 2016. Due to issues obtaining quorum, Staff recommends Council appoint members from the following candidates: Jim Hinckley and Scott Dunton. **MOTION TO APPOINT JIM HINCKLEY AND SCOTT DUNTON WAS PASSED BY A VOTE OF 5-1 WITH COUNCILMEMBER CARVER VOTING NAY.**

3. AWARDS/RECOGNITION

a. Proclamation: Women making history month

4. CALL TO THE PUBLIC-COMMENTS FROM THE PUBLIC

Those wishing to address the Council should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. Comments from the Public will be restricted to items not on the agenda with the exception of those on the Consent Agenda. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 3 minutes.

5. CONSENT AGENDA

All matters listed here are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the CONSENT AGENDA and will be considered separately.

a. Special event liquor license

Applicant Regina Musumeci of the Kingman Powerhouse Kiwanis has applied for a Series 15 Special Event Liquor License for an event to take place Saturday, March 19, 2016 from 3 P.M. to 11:00 P.M. at Beale Celebrations, 201 N. 4th Street in Kingman. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

b. Replace Court fax machine

The Court needs to purchase a fax machine to replace the 10 year old machine that we have. The current fax machine is beyond repair due to the age and degradation. The Court would like to purchase a Xerox MFC 3325 from Copier Source. Copier Source is the only business that is Xerox Certified in sales & service/repair. All supplies such as toner cartridges are provided at no additional cost. The Court is asking to purchase the fax machine from our Court Enhancement Fund. This fund has been established for the Court to be able to make required purchases that affect Court operations. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

c. Resolution 4995: amending classification and compensation plan

By a majority vote of the Council on January 19, 2016, Council approved changing the FLSA status for the Police Lieutenant classification from FLSA Exempt to FLSA Non- Exempt eligible for overtime. Resolution 4995 will amend the classification and compensation plan for Fiscal Year (FY) 2015/2016 to reflect the change. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 4-2 WITH COUNCILMEMBER DEAN AND COUNCILMEMBER MILES VOTING NAY.**

d. Fiscal Year 2016-2017 budget calendar

At the Council work session on January 7, 2016, Council reviewed the preliminary budget calendar for Fiscal Year (FY) 2016-2017. With Council's decision to postpone the property tax measure, the budget calendar has been updated to remove the adoption of tax levy date. Additionally, there was a change to the February timeline. These changes did not impact any of the Council work session dates. All other dates remain the same as originally provided. **Staff recommends Council adopt the FY 2016- 2017 budget calendar as drafted. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

e. Resolution 4993: authorizing the mayor to sign a professional services contract with HintonBurdick, PLLC

On January 19, 2016, Council awarded HintonBurdick, PLLC the professional auditing services contract for the City's annual financial audit for Fiscal Years (FY) 2015-2019. The contract's term is for five years and can be extended for additional one-year terms thereafter. The contract can be terminated at any time given 90 days written notice. Staff recommends Council authorize the Mayor to sign the professional services contract to engage in professional auditing services with HintonBurdick, PLLC for FY 2015-2019. **MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

6. OLDBUSINESS

a. Reconsideration of CUP15-001: Central Christian Church at 112 North 4th Street to operate a "Public Assembly-Indoor Use (Church)"

On December 15, 2015 the Council failed to adopt a motion to award a conditional use permit (CUP) for the Central Christian Church to operate a "Public Assembly-Indoor" use at 112 North 4th Street (CUP 15-001). On January 19, 2016 the Council passed a motion to reconsider the CUP for Central Christian Church with the conditions of a one year review, a five year expiration by a vote of the Council, and prohibiting the operation of soup kitchens, methadone clinics, etc. **Based on the findings that the applicant will conform to the Standards for Review, the Findings of Fact, and that the Required Findings are met, the Planning and Zoning**

Commission and Staff recommend approval of this CUP. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.

- b. Public Hearing and consideration of Ordinance 1809: modifying Ordinance 1189 by removing Condition “B” of this ordinance as applied to certain property described as Lot 2, Block 4, Southern Vista III, Tract 6002, and prescribing conditions**

A request from KTH Consulting, Inc., applicant, and Pioneer Title Trust No. 9099, property owner, for the removal of Condition “B” of Ordinance 1189 which rezoned property including the subject site to R-1-20: Residential, Single Family, 20,000 square foot lot minimum in 1998. While the minimum lot size in the R-1-20 district is normally 20,000 square feet, Condition “B” of this ordinance required that any future lots abutting Hualapai Foothill Estates to be at least 30,000 square feet in size. The subject property, located at 2406 Steamboat Drive, is 47,322 square feet and the intent is to split the property into two parcels for two single family homes. The Planning and Zoning Commission held a public hearing on November 10, 2015. There were objections raised to the proposal that were voiced by several property owners in the Hualapai Foothills area to the east. In response to the objections, the Planning and Zoning Commission voted 5-1 to recommend denial of the request. On December 1, 2015 the Council held a public hearing to consider this request. The Council voted 5-1 to send this item back to the Planning and Zoning Commission for further consideration and instructed the applicant to provide a proposal showing how the property will be split. On January 12, 2016 the Planning and Zoning Commission reviewed an exhibit provided by the applicant indicating how the property would be split. The proposal will meet the requirements of the R-1-20 zoning district and will not increase the density above one residence per 30,000 square feet if the adjoining open space/drainage parcels are included in the calculation. **The Planning and Zoning Commission voted 4-3 to recommend denial of the request. Ordinance 1809 has been prepared with Staff recommended conditions for the Council’s consideration. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

- c. Update on Water Infrastructure Finance Authority (WIFA) refinance request**

In September, 2015 Council voted unanimously to direct Staff to make a formal request to WIFA asking them to refinance the City’s Hilltop Wastewater Treatment Plant (HTWWTP) loan at a current market rate and extend the loan term by two years. WIFA staff has received and reviewed the City’s request and will be meeting with Staff on February 1, 2016 to discuss their analysis and recommendations to the WIFA Board, who meets on February 17, 2016. **Staff will provide Council with an overview of WIFA’s recommendations and the impact each will have on the Wastewater Fund. The WIFA Board will make the final decision on whether or not to approve any of the recommendations presented.**

7. NEWBUSINESS

- a. Council handbook**

Councilmember Miles asked Staff to research Council rules of decorum and procedure. The City Attorney’s Office and City Clerk’s Office located several Arizona examples. **Staff would like the Council to review the examples and provide guidance and direction. DIRECTION WAS PROVIDED TO STAFF TO PROCEED WITH DRAFTING A COUNCIL HANDBOOK.**

- b. Limit time for Council Meetings**

Councilmember Yocum would like discussion and possible action on putting a time limit on how long Council Meetings last. **Council discretion.**

- c. Direction on proposed concession agreement at the Powerhouse**

Staff was approached by Wild West Coffee about placing a kiosk for the sale of drinks and snacks inside the Powerhouse. Under a proposed concession agreement Wild West Coffee would pay 10% of their sales to the City on a monthly basis. The kiosk would need to be connected to water, sewer, and higher voltage power. The only location accessible to water and sewer is upstairs between the museum entrance and the photo gallery, which would require the kiosk to be lifted into place upstairs. The kiosk consists of three units that are approximately 3 feet wide by 10 feet long and weighing 500 pounds each. Staff received quotes for the required work ranging from approximately

\$4,000 to \$8,000. Staff is requesting direction from Council on whether to proceed with the concession agreement and authorization to spend City funds to complete the required work to allow the kiosk. Staff does not recommend utilizing City funds for the required improvements. **THIS ITEM WAS TABLED.**

d. Reclassification of City Electrician

This is a request to reclassify the City Electrician 1 position to a City Electrician 2. This will help recruiting to fill a position recently vacated by the retirement of Rick Pierce. The first recruitment was unsuccessful due to the current compensation plan for the position. **Staff recommends the reclassification of the City Electrician 1 to City Electrician 2. MOTION TO CALL FOR THE QUESTION WAS APPROVED BY A VOTE OF 6-0.**

MOTION TO APPROVE WAS PASSED BY A VOTE OF 4-2 WITH COUNCILMEMBER DEAN AND COUNCILMEMBER MILES VOTING NAY.

8. REPORTS

Board, Commission and Committee Reports by Council Liaisons

9. ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

ADJOURNMENT --- MOTION TO ADJOURN WAS PASSED BY A VOTE OF 6-0.