

**CITY OF KINGMAN
MEETING OF THE CLEAN CITY COMMISSION
City Council Chambers
310 N. 4th Street**

5:30 P.M.

REGULAR AGENDA

Thur., November 17, 2016

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

WELCOME TO NEW CCC COMMISSIONER KATHY BOWMAN

1. **APPROVAL OF MINUTES:** Regular meeting minutes of October 20, 2016.
2. **AWARDS/RECOGNITION:** **2015 America Recycles Day Poster and Essay Contest**
The commission will present certificates of appreciation and prizes to students within winning and honorable mention entries for posters and essays entered in the contest.
3. **NEW BUSINESS**
 - a. **Discussion of Distribution of Reusable Bags and Discussion of Contest to Choose a Recycling Mascot for the City of Kingman.**
The commission has purchased reusable bags used to promote recycling and to reduce plastic bag litter in the community. Matching bags have been received from local grocery stores. The commission will discuss distributing the bags and magnets at Wal-Mart on November 19th. The commission will also discuss the possibility of a contest to choose a recycling mascot for the City of Kingman.
 - b. **Community Clean-up Discussion.**
The commission will discuss the outcome of the Community Clean-up that was held on Saturday, November 5, 2016 at the Mohave County Fairgrounds.
 - c. **Tree City USA Planting Event.**
A tree planting is scheduled to take place on Friday, November 18, 2016 at 11 a.m. at Metcalfe Park. A quorum of commission members may be present for the event.
 - d. **Meeting Reports.**
Reports will be made to the commission regarding any recent meetings and activities of the CARE Sandbox group and the Downtown Merchants Association by Chairman Russell and Vice-Chairman Longoria, respectively.
 - e. **Consideration of a Recommendation to the City Council Concerning the Appointment and Reappointment of Commissioners.**
The terms of commission members C. Russell, Kathy Bowman, and Marianne Van Hasselt end on December 31, 2016. Commissioner Russell is eligible for reappointment. Commissioner Bowman is completing an unexpired term and may be appointed to a full term. Commissioner Van Hasselt is completing her second term and would require a supermajority vote of the common council.

4. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC

Those wishing to address the Clean City Commission need not request permission 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 pursuant to A.R.S. 38-431 et al.

5. ANNOUNCEMENTS BY COMMISSION MEMBERS

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

ADJOURNMENT

Posted _____ By _____

**CITY OF KINGMAN
 THE CLEAN CITY COMMISSION
 City Council Chambers
 310 N. 4th Street
 Kingman, Arizona**

5:00 p.m.

Regular Minutes

Thursday, October 20, 2016

Members:	Officers:	Visitors Signing In:
C. Russell, Chairman	R. Ruggles, Staff Liaison	See Attached List
J. Longoria, Vice-Chairman	S. Sixkiller-Wing, Recording Secretary	
M. Luna-Wolfe	S. Shaffer, Planner	
M. Van Hasselt		
R. Wing		

CCC PURPOSE STATEMENT

The Clean City Commission was created for the purpose of assisting the common council in establishing a city-wide policy for decreasing the amount of loose refuse in the city.

REGULAR MEETING MINUTES

CALL TO ORDER & ROLL CALL: Chairman Russell called the Clean City Commission (CCC) meeting to order at 5:00:15 P.M. Recording Secretary Sherie Sixkiller-Wing took roll call. Five members were present and Commissioner Ressegue had an excused absence. A quorum of members achieved.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chairman Russell and recited in unison.

1. **APPROVAL OF MINUTES:** Regular meeting minutes of September 15, 2016 were reviewed. Vice-Chairman Longoria MADE a MOTION to accept the minutes as written. Commissioner Wing SECONDED and the MOTION CARRIED UNANIMOUSLY with a vote of 5-0. Staff Liaison Rich Ruggles advised the Clean City Commission they have more minutes that need approval.

The regular meeting minutes of August 18, 2016 and the special meeting of August 31, 2016 were reviewed. Commissioner Luna-Wolfe MADE a MOTION to accept both meeting minutes as written. Commissioner Wing SECONDED and the MOTION CARRIED UNANIMOUSLY with a vote of 5-0.

2. **AWARDS AND RECOGNITION**

a. **Certificate of Appreciation.**

The Clean City Commission recognized Ralph Bowman's contributions to the Clean City Commission by presenting a certificate of appreciation to his wife, Kathleen Bowman. Vice-Chairman Longoria recommended to the Clean City Commission that they name their Adopt-A Highway section after Ralph Bowman with a sign in remembrance of Mr. Bowman's service. Staff Liaison Rich Ruggles advised the CCC that he will contact ADOT to inquire about this change. He advised the CCC that they used to have a sign at their clean-up location but does not believe the sign is there now. Once he has the information it will be brought back to the CCC for further discussion.

3. OLD BUSINESS

a. Discussion of Distribution of Reusable Bags.

The commission discussed the distribution of reusable bags at Smith's. Vice-Chairman Longoria reported that the manager didn't have the reusable bags on site for distribution and the members were given paper bags instead. They distributed around 90 paper bags and around 75 CCC reusable bags and magnets. The assistant manager advised members that he would be sure to order the reusable bags for a future distribution. Mr. Longoria indicated it was a successful day and members noticed that some customers were bringing in their own reusable bags while they were on site. Chairman Russell agreed that he had seen more people using reusable bags. Chairman Russell asked if the bags had been purchased for the Wal-Mart distribution. The CCC discussed the distribution and scheduling the next event. The CCC reviewed the Saturdays in November and December. The CCC discussed the dates and selected November 19, 2016 for the Walmart distribution. Chairman Russell advised the CCC he would confirm with Walmart to proceed with the distribution. We will need to purchase the bags with the gift card before the distribution.

Vice-Chairman Longoria would like to have a city-wide contest to choose a recycling mascot for the Clean City Commission. He indicated he had spoken with Sanitation Supervisor Ed Tapia regarding having recycle containers at City events instead of just trash cans. He thought if a mascot could help educate the community to use recycle bins instead. Commissioner Van Hasselt recommended a Coyote to Keep Kingman Clean! The CCC discussed involving the schools and community. Chairman Russell asked that this item be added to the next agenda for members to discuss this item further.

4. NEW BUSINESS

a. Discussion of Plans for Community Clean-up on November 5, 2016.

The Clean City Commission discussed the plans for the Community Clean-up scheduled at the Mohave County Fairgrounds on Saturday, November 5, 2016. The Clean City Commission discussed volunteers and confirmed attendees. Chairman Russell requested volunteers be on site at 7 a.m. to prepare for the event. The CCC discussed the liability waivers required to participate. Staff Liaison Rich Ruggles brought flyers for members to post in the community. He also announced the free Household Hazardous Waste Collection scheduled at the Mohave County Public Works Department Sunday, November 6, 2016 between 8am-1pm. He said he could send the flyer to the CCC members or print flyers for the members to promote this event. Mr. Ruggles confirmed attendance of the prison crew and Bulldog Disposal.

Vice-Chairman Longoria asked about the waiver of liability and what the process should be. Members discussed the process. Mr. Ruggles will have a planning meeting at the Fairgrounds the Thursday prior to the event. Mr. Ruggles said he would send a reminder e-mail. Mr. Ruggles said Scott McCoy would have the shredder on site from 9 a.m. to 10 a.m. the day of the event. Vice-Chairman Longoria said he would contact the newspapers and the radio stations to get the announcement to the community.

b. Discussion of Assigning a Liaison from CCC to Downtown Merchants Association.

Vice-Chairman Longoria indicated the Downtown Merchants Association meets the second Wednesday of the month at 5:30 p.m. at the Garlic Clove. He said he was a member of the Downtown Merchants Association and has to attend the meetings and would like to volunteer to be the liaison. The CCC discussed assigning a commission member liaison to attend meetings and activities of the Downtown Merchants Association on an on-going basis. Chairman Russell advised Vice-Chairman Longoria he is volunteered for the position.

Commissioner Van Hasselt asked if the purpose of having a Clean City Commission liaison participating in the Downtown Merchants Association was to help clean-up the downtown area. Vice-Chairman Longoria explained he could report the activities of the CCC to the association and could report the activities of the Downtown Merchants Association to the CCC. He thinks bringing the groups together would help support each other.

c. CARE Sandbox Meeting Report.

Chairman Russell reported the meeting has been postponed until November 2016. Commissioner Van Hasselt asked about the bicycle event. Chairman Russell reported the Rattlers race did not get the participation they had hoped. He said there were races all over Arizona that day, however, he did report it was a good event in the community.

d. Consideration of a Recommendation to the City Council Concerning the Appointment of a Commissioner.

The Clean City Commission reviewed Kathleen Bowman's application and were excited to see her application in the packet. Commissioner Luna-Wolf made a MOTION to recommend Kathleen Bowman to serve as a member of the Clean City Commission. Commissioner Van Hasselt SECONDED and the MOTION CARRIED UNANIMOUSLY 5-0.

Vice-Chairman Longoria asked that Ms. Bowman tell the CCC about herself. Ms. Bowman advised the CCC that she hoped she could do as good of a job as her late husband Ralph Bowman. She advised the members of the Clean City Commission she enjoys participating in the Clean City Commission events. She said she would bring the coffee and donuts to the Community Clean up on November 5, 2016.

5. **CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC:** No comments were heard.

6. **ANNOUNCEMENTS BY COMMISSION MEMBERS:** Staff Liaison Rich Ruggles advised the CCC that he had been working with Nina Brackett on the America Recycles Poster and Essay contest. He said that Vice-Chairman Longoria and Commissioner Van Hasselt have been judging the posters and essays. He asked the members of the Clean City Commission if he could change the November 17, 2016 meeting time to 5:30 p.m. or later so that the families would have enough time to attend the Clean City Commission meeting with the winning students. The Clean City Commission agreed to meet at 5:30 p.m.

Commissioner Van Hasselt announced at the Grand Event Center the local candidates for mayor and council would be available for questions.

Chairman Russell thanked all the volunteers who participated in the 2016 Mohave County Fair Booth. The Old Desert Lodge is gone and he panicked because he didn't collect the stones for the statue he is working on. However, he found that they had saved half a dumpster of stones for him. He also reported the last Chillin' on Beale was a success and the Mayor picked the winning car, a 1934 Ford that was beautiful. Mr. Geisbrecht has stepped down from the events as his health will not let him continue. He reported that the Route 66 Car Club will continue the event next year.

ADJOURNMENT: Commissioner Van Hasselt made a MOTION to ADJOURN the meeting. Vice-Chairman Longoria SECONDED and the MOTION CARRIED UNANIMOUSLY with a vote of 5-0. The meeting adjourned at 5:35:20 P.M.

APPROVED:

Clarence "C" Russell
Clean City Commission Chairperson

STATE OF ARIZONA)
COUNTY OF MOHAVE) ss:
CITY OF KINGMAN)

CERTIFICATE OF CLEAN CITY COMMISSION MINUTES

I, Sherie Sixkiller-Wing, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Clean City Commission held on October 20, 2016.

Dated this 17th day of November, 2016

Sherie Sixkiller-Wing, Recording Secretary

VISITORS IN ATTENDANCE

City of Kingman

Clean City Commission

The City Complex - 310 N. 4th Street - Kingman, Arizona

October 20, 2016 -5:00 p.m.

	NAME - PLEASE PRINT	ADDRESS or AGENCY
1	<i>Nan Russell</i>	<i>2400 Brandy</i>
2	<i>Kathy Bowman</i>	<i>2866 Rawhide</i>
3	<i>Deborah Carney</i>	<i>2866 Rawhide</i>
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Clean City Commission Memorandum

To: Kingman Clean City Commission
From: Rich Ruggles, Staff Liaison
Date: November 17, 2016
Subject: **ITEM #3A: Discussion of Distribution of Reusable Bags and Discussion of Contest to Choose a Recycling Mascot for the City of Kingman**

The commission has purchased reusable bags used to promote recycling and to reduce plastic bag litter in the community. Matching bags have been received from local grocery stores. The commission will discuss distributing the bags and methods to encourage their use. The next reusable bag distribution is scheduled for November 19, 2016 at 9 a.m. at Wal-Mart.

At the last CCC meeting there was discussion of possibly creating a contest involving the schools and the community to develop a recycling mascot for the City of Kingman. The mascot would be used to deliver a message directed at school children and citizens to encourage the use of reusable bags and encourage the use of the Kingman EZ recycling bins. This is for commission discussion.



Clean City Commission Memorandum

To: Kingman Clean City Commission
From: Rich Ruggles, Staff Liaison
Date: November 17, 2016
Subject: **ITEM #3B: Community Clean-up Discussion**

A Community Clean-up was held on Saturday, November 5, 2016 from 7:30 a.m. to 12 p.m. at the Mohave County Fairgrounds. The commission will discuss the outcome of the clean-up including the response from the prison, the liability waivers that were signed by all customers, the amount of trash that was removed, and the response to the shredder on-site.

2016-2017 CLEAN CITY COMMISSION EVENT CALENDAR

Date	Time	Event /Location
Saturday, Sept. 10, 2016	7 a.m. to 10 a.m.	Adopt-a-Highway Clean-up/Kingman Day of Caring Community Clean-up
Saturday, November 5, 2016	7:30 a.m. to Noon	Community Clean-up @ Mohave County Fairgrounds
Thursday, November 17, 2016	5:30 p.m., CCC meeting	America Recycles Day Poster and Essay Contest Winners
Saturday, February 18, 2017	7:30 a.m. to Noon	Community Clean-up @ Mohave County Fairgrounds
Saturday, April ??, 2017	7:30 a.m. to 10:00 a.m.	Adopt-a-Highway Clean-up
Saturday, April ??, 2017	TBD	Arbor Day @ TBD
Saturday, May 6, 2017	7:30 a.m. to Noon	Community Clean-up @ Mohave County Fairgrounds
Thursday, May 18, 2017	5 p.m., CCC meeting	Community Challenge Award prizes
May?	TBD	Rock N Roll Paint-a-Thon

TBD = To Be Determined



Clean City Commission Memorandum

To: Kingman Clean City Commission
From: Rich Ruggles, Staff Liaison
Date: November 17, 2016
Subject: **ITEM #3C: Tree City USA Planting Event**

The City of Kingman has been offered a free tree in commemoration of the 40th anniversary of the Tree City USA program. The City of Kingman has been a member of Tree City USA since 2011. A mesquite tree is being offered by the Arizona Community Tree Council.

A tree planting is scheduled to take place on Friday, November 18, 2016 at 11 a.m. at Metcalfe Park located at 315 W. Beale Street. Mayor Anderson has been invited to attend the tree planting and members of the commission are invited as well, therefore, a quorum of commission members may be present for the event.



Clean City Commission Memorandum

To: Kingman Clean City Commission
From: Rich Ruggles, Staff Liaison
Date: November 17, 2016
Subject: **ITEM # 3E:** Consideration of a Recommendation to the City Council
Concerning the Appointment and Reappointment of Commissioners

The terms of commission members C. Russell, Kathy Bowman, and Marianne Van Hasselt end on December 31, 2016.

- Commissioner Russell is eligible for reappointment to the CCC for a second three-year term ending on December 31, 2019.
- Commissioner Kathy Bowman was just appointed and is completing Ralph Bowman's term. She is eligible for reappointment to the CCC for her first three-year term ending on December 31, 2019.
- Commissioner Van Hasselt is completing her second term. She would need a supermajority vote (5 out of 7) of the City Council to serve a third term ending on December 31, 2016. Otherwise she would be completing her time on the CCC. *Sec. 2-157g(1)b of Kingman Municipal Code (see attached highlighted portion)*

At this time we do not have additional Boards and Commissions applications for those who are interested in serving on the CCC. If any additional applications are received, they will be brought to the meeting. Anyone who is interested in serving on the Clean City Commission will need to fill out a Boards and Commissions application.

The commission may make a recommendation to the City Council concerning these positions. Any commission appointment recommendations will be forwarded to the City Council for final approval at their regular meeting on December 6, 2016.

Sec. 2-157 Membership.

(a) *Balanced membership.* It is the policy of the city that each body shall have a balanced membership which (1) possesses expertise within the body's area(s) of responsibility, and (2) is representative of the diverse interests affected by the body's decisions. No body shall be dominated by any profession or special interest group. Achieving this objective shall be a priority in the recommendation and appointment of members.

(b) *Application.* An application of prospective members is hereby created and the following procedures are established:

(1) From time to time the city clerk shall publish in the newspaper an ad, in such form as the city clerk deems appropriate, listing vacancies and describing the application procedure.

(2) Application forms shall be uniform for all bodies and shall be available from the city clerk. Completed applications shall be returned to the city clerk and retained for the balance of that calendar year and one (1) calendar year thereafter. Applications are deemed public records and shall be available for public inspection.

(c) *Council authority.* Membership, meetings, compensation, and other regulations applicable to each body shall be established by the common council.

(d) *Appointments.*

(1) *Members.* The original members of a body shall be appointed by the mayor and must be approved by a majority vote of the common council. Subsequent appointments shall be by majority vote of the council after receiving the recommendation(s) of the body. Appointments recommended by the body shall be considered before other persons may be nominated. No person who has not filed a talent bank application with the city clerk shall be considered.

(2) *Chairpersons.* Annually, each body shall appoint from among its members a chairperson and vice-chairperson. The chairperson and vice-chairperson shall remain in office for one (1) year or until a successor is appointed.

(3) *Vacancies.* Upon the resignation or removal of a member, the remaining members shall within thirty (30) days recommend a replacement from among those persons who have filed talent bank applications. Such recommendations must be approved by the common council as described in subsection (d)(1) of this section.

(4) *Oath of office.* Within ten (10) days after receiving notice of his or her appointment, each member shall file with the city clerk the oath of office required by A.R.S. § 38-231.

(5) *Compensation.* Members shall serve without compensation. Actual out-of-pocket expenses will be reimbursed upon approval by the chairperson and confirmation by a majority vote of the common council (subject to the availability of funds).

(e) *Membership of councilmembers.*

(1) *Standing bodies.*

a. *Voting membership.* A councilmember shall not be appointed as a voting member of a standing body unless the councilmember is in the final six (6) months of his or her term and is not a

candidate for a subsequent term. This prohibition does not apply to membership on the emergency services council (section 6-1).

b. *Advisory membership.* One (1) councilmember shall be appointed to serve as a nonvoting advisory member of each standing body and as general liaison between the body and the council. The councilmember is encouraged to attend as many meetings of the body as time permits. The councilmember shall not be included in determining the number of members of the body.

(2) *Special bodies.* One (1) or more councilmembers may be appointed as voting members of special bodies.

(3) *Appointments.* Appointments of councilmembers pursuant to subsections (e)(1) and (2) of this section shall be a majority vote of the remaining councilmembers. Councilmember appointments to advisory boards and commissions shall be for a one (1) year period or until a successor is appointed, and during the month of January of each year the councilmembers shall be reassigned to new boards and commissions. In the event that a councilmember has been appointed to an advisory board or commission for less than one (1) year, then that councilmember may remain with that advisory board or commission for another full term.

(f) *Residency.*

(1) *Standing bodies.*

a. *Residency before appointment.* Except as provided in subsections (f)(1)(c) of this section, a member of a standing body shall have maintained his or her primary residence within the city limits and be a registered voter for at least one hundred eighty (180) days before being appointed. Residency of at least one (1) year is strongly recommended.

b. *Residency during membership.* Except as provided in subsections (f)(1)(c) of this section, a member of a standing body shall maintain his or her primary residence within the city limits during the term of his or her membership. A member who moves outside the city limits during the term of his or her membership shall immediately notify the mayor in writing and may be required to resign at the discretion of the common council.

c. *Limited exceptions for certain bodies.* Notwithstanding subsections (f)(1)(a) and (b) of this section, the membership of the following bodies (which are responsible for facilities or services available to nonresidents as well as residents) may include a maximum of two (2) members (or, for bodies with more than seven (7) members, a maximum of one-third (1/3) of the members) who are nonresidents of the city but have maintained their primary residences within the greater Kingman area (as defined below) for at least fifty (50) days before their appointments:

1. Golf course advisory committee.
2. Parks and recreation commission.
3. Municipal utilities commission.
4. Tourism and development commission.
5. Clean city commission.
6. Transit advisory commission.

7. Economic development and marketing commission.

Such a member shall continue to reside in the greater Kingman area during the term of his or her appointment or may be required to resign as provided in subsection (f)(1)(b) of this section. As used in this subsection, "greater Kingman area" shall include actual residences that have a Kingman or Golden Valley residential mailing address.

(2) *Special bodies.* There are no residency requirements for members of special bodies.

(g) *Terms.*

(1) *Standing bodies.*

a. *Initial term of members.* A member of a standing body shall be appointed for a three (3) year term and shall remain in office until the term expires or a successor is appointed, with the exception that a member appointed to replace a member who has resigned or been removed shall be appointed for the remainder of the departing member's term. Terms shall be staggered.

b. *Reappointment of members.* A member of a standing body may be reappointed for an additional term upon the expiration of his or her initial term. A member appointed to replace a member who has resigned or been removed may be appointed for two (2) additional terms; provided, that their appointment to complete an unexpired term did not exceed eighteen (18) months. A member may serve more than two (2) consecutive three (3) year terms upon approval by a supermajority vote of the common council.

c. *Chairpersons.* The chairperson and vice-chairperson of a standing body shall be appointed for an annual term or until a successor is appointed and may be reappointed any number of times during the terms of their memberships.

d. *Simultaneous membership.* No member of a standing body shall simultaneously serve as a member of another standing body. This prohibition shall not apply to membership on a special body, or on the board of adjustment, building board of appeals, business license review board, historic district design review board, industrial development board, volunteer firemen's relief and pension fund, public safety personnel retirement board, municipal property corporation, personnel board, or a noncity board, committee, or commission; provided, however, no member of the planning and zoning commission shall simultaneously serve as a member of the board of adjustment.

(2) *Special bodies.* Members and chairpersons of special bodies shall be appointed for the duration of the body unless otherwise specified by the common council at the time the body is organized.

(h) *Removal.* A member of a body may be removed, with or without cause, by a majority vote of the common council. A body, with the approval of the council, may specify matters constituting cause for removal of its members. Such matters shall constitute cause for removal when reported to the mayor by the body. Such matters shall not, however, limit the discretion of the council to remove members for other reasons.

(Ord. No. 1549, 7-3-06; Ord. No. 1684, § 1, 8-2-10; Ord. No. 1721, § 1, 11-1-11; Ord. No. 1746, § 1, 1-2-13; Ord. No. 1761, § 1, 7-16-13; Ord. No. 1774, § 1, 3-18-14)