

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

5:00 p.m.

Special Meeting Minutes

Thursday, March 31, 2016

Members in Attendance:	Officers:	Visitors Signing In:
R. Bowman, Chairperson	S. Muhle, City Clerk	See Attached List
C. Russell, Vice-Chairman	R. Ruggles, Principal Planner/Staff Liaison	
J. Longoria	S. Sixkiller-Wing, Recording Secretary	
W. Ressegue	E. Tapia, Sanitation Supervisor	
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.

CALL TO ORDER & ROLL CALL: Chairman Bowman called the meeting to order at 5:00:24 PM. Recording Secretary Sherie Sixkiller-Wing took the roll. Five members were present and a quorum was achieved. Commissioner Van Hasselt arrived later during the meeting.

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

WELCOME TO NEW CCC COMMISSIONER RICHARD WING: Chairman Bowman and the Clean City Commissioners welcomed Richard Wing to the Clean City Commission.

1. **APPROVAL OF MINUTES** The Clean City Commission reviewed the February 18, 2016 meeting minutes. Commissioner Longoria made a MOTION to APPROVE the February 18, 2016 as written. Vice-Chairman Russell SECONDED and the MOTION CARRIED UNANIMOUSLY 5-0.

2. **AWARDS AND RECOGNITION**

a. **Certificate of Appreciation.**

Vice-Chairman Russell attempted to present Cantrell Development a certificate of appreciation for the exterior improvements and landscaping made to their building at 1812 Stockton Hill Road. These improvements have served to beautify the area. No one from Cantrell Development was available to accept the certificate of appreciation. The Clean City Commission will deliver it to Cantrell Development.

3. **OPEN MEETING LAW PRESENTATION**

City Clerk Sydney Muhle presented the 2016 annual open meeting law information to the Clean City Commission (CCC). She advised the CCC that the public policy of the State of Arizona that meetings of public bodies be conducted openly. Notices and agendas must be provided for such meetings which

contain such information as is reasonably necessary to inform the public of the matters being discussed and decided on their behalf. She indicated that the public's business must be conducted in public to protect and preserve their right to participate in government. Ms. Muhle indicated the open meeting laws between government and citizenry protects officials and maintains integrity of government ensuring better informed citizens and building trust with the community. She said a public body is defined as all boards, commissions, and subcommittees are also considered a public body. Ms. Muhle also informed the Clean City Commission that if a sub-committee is formed they must follow the open meeting laws of a public body. They would also be required to post an agenda for the meeting, take minutes, and post an action agenda and minutes of the meeting. She also informed the CCC that City of Kingman does not provide employees to take minutes for subcommittees and it would be the responsibility of one of the CCC members to produce the required information for reporting purposes.

All meetings must be posted a minimum of 24-hours in advance to the general public and to each member of the public body. She reviewed what agendas must include and advised the CCC if an item is not on the agenda to be discussed that the CCC cannot discuss it until the item is on the agenda. She also warned members when commenting on Facebook, Twitter, and on an articles on the Kingman Daily Miner web site that members could be creating a quorum if more than three people comment on a post or articles when promoting clean ups and promotions the CCC is working on.

Ms. Muhle also advised the CCC of how the commission should respond to call to the public comments. She indicated the public has rights to attend, listen, tape record, and video tape the meetings but do not have the right to disrupt the meeting. She also advised the CCC that civil penalties could apply to each member of the commission up to \$500.00 for each violation plus attorney's fees and court injunctions against the offending public body or when they violate the law. This also applies to conflicts of interest. She advised the members of the CCC to know ahead of time what your conflicts are.

Commissioner Longoria asked if members gather together working cleanups, Christmas parties, and community wide events whether they should be ok as long as they don't discuss City of Kingman business. Ms. Muhle advised the CCC that Staff Liaison Rich Ruggles is good at posting regarding events where a quorum may be present. She said that members should not discuss any business at these events. She encouraged members of the CCC to be mindful of each other at these community events and not to sit together because of the open meeting law rules that they are obligated to follow. Chairman Bowman asked if the reusable bag promotions should be posted and Ms. Muhle agreed that they should. Staff Liaison Rich Ruggles said he would make sure these activities are always posted properly.

4. OLD BUSINESS

a. Discussion of Distribution of Reusable Bags and Magnets.

Staff Liaison Rich Ruggles confirmed they needed to reschedule the reusable bag and magnet distribution at the north Safeway location. The CCC discussed scheduling this distribution for Saturday, April 9, 2016 at 9 a.m. Mr. Ruggles agreed to post the event on the city web site in case there is a quorum of members at the event.

The Clean City Commission discussed renting a Mohave County Fair booth during the fair and manning it for four days in order to provide reusable bags and promote their efforts to make Kingman cleaner. They discussed the cost of the booth. Commissioner Longoria said the CCC previously discussed reaching out to other boards and commission to see if others would be interested sharing and manning a booth at the Mohave County Fair. Staff Liaison Rich Ruggles said he didn't know if any other boards and commissions or city departments plan to have a booth at this

event. The members agreed that if they did, the community could get to know the City of Kingman, its departments and the volunteer boards and commissions. Chairman Bowman advised the CCC he would speak to the City Manager John Dougherty for his opinion and direction on this item.

b. Discussion of City-Wide Trash Clean-ups.

Chairman Bowman advised the Clean City Commission that he had worked closely with Laura Hanson at United Way who had over 400 volunteers participate during the 2015 Day of Caring event. Ms. Hanson advised him she would not be able to participate this year as her schedule would no longer permit it. Chairman Bowman proposed to the Clean City Commission to move the Adopt-A-Highway clean up to April 23, 2016. He suggested that the CCC invite all the Adopt-A-Block groups to clean up their blocks on that date preparing the community for the 29th annual Fun Run happening April 29, 2016 –May 1, 2016. He hopes that the volunteers would be able to clean up the areas to help prepare the community for the event.

Vice-Chairman Russell asked Sanitation Supervisor Ed Tapia if the \$3.00 spring cleanup extra trash hauls will go into effect for the whole month of April. Mr. Tapia confirmed that \$3.00 trash haul pickups would begin on April 1, 2016. Mr. Tapia indicated the City of Kingman offers this service to residents each year in the spring and fall.

The Clean City Commission discussed who would be available to participate on April 23, 2016 for the Adopt-A-Highway section. Four members said they would be available to assist. Vice Chairman Russell made a MOTION to CHANGE THE ADOPT-A-BLOCK SCHEDULED CLEAN UP DATE FROM APRIL 9, 2016 TO APRIL 23, 2016. Commissioner Van Hasselt SECONDED and the MOTION CARRIED UNANIMOUSLY with a vote of 6-0.

Staff Liaison Rich Ruggles was directed to invite all of the Adopt-A-Block members to participate in the city wide cleanup scheduled for April 23, 2016.

5. NEW BUSINESS

a. Review of Community Clean-up on March 12, 2016 and Preliminary Discussion of Next Clean-up on May 7, 2016.

Chairman Bowman advised the Clean City Commission (CCC) that the inmate volunteers didn't get the proper paper work in place to arrive on time to the March 12, 2016 cleanup and arrived over two hours late for the event. He indicated that the warden was very apologetic because the volunteers were late to the event. Chairman Bowman and Vice-Chairman Russell expressed that they would like to recognize the Sanitation Department employees for being on site and saving the day! They discussed recognition with the Sanitation Supervisor Ed Tapia and he agreed that he would let them know how much they were appreciated at the Clean City Commission events. Mr. Tapia indicated anytime city equipment is on site the employees are getting paid to run the equipment and it was their job. Chairman Bowman said the Sanitation team pulled together for this event and got the lines moving. Mr. Tapia said he is currently waiting on the total numbers collected and spent on the spring event. He also indicated the most important thing for staff and volunteers is the safety of everyone working these events. Chairman Bowman wanted to make sure the Sanitation employees are aware how much the Clean City Commission appreciates their assistance at these events and asked Staff Liaison Rich Ruggles to send them a letter of appreciation. Mr. Ruggles agreed he would send a letter acknowledging the Sanitation Department employees.

Members of the CCC also recognized Mr. Gary Jeppson and Mr. Gene Kirkham who jumped in to assist the volunteers in unloading vehicles until the prisoners arrived. The CCC agreed they believed they had also given out more vouchers at this event than in the past as the 1st spring events are busier than the other events.

Vice-Chairman Russell said Mr. McCoy with Shred-it was there to accept shredding materials, but there seemed to be confusion as to when he was going to be there and what hours the truck would be available. The CCC discussed the service he does for the Clean City Commission. Mr. Tapia recommended having Shred-it on their own time and date at the Public Works yard. Having his own date and time may remove the confusion at the cleanup and the citizens waiting in long lines only for his service. Chairman Bowman asked Staff Liaison Rich Ruggles to speak with Mr. McCoy to see if he would consider his own date and time.

Mr. Tapia advised the Clean City Commission that City of Kingman Human Resources is currently working on a release of liability to have participants sign at the community clean ups at the Mohave County Fairgrounds. The CCC members discussed implementing this liability waiver as soon as it was ready. Chairman Bowman went on to describe an incident where a gentleman and young child got out of the vehicle. He was tipping a trailer to dump on the ground and the child was running around underneath the trailer. The CCC would like to see safety first at these events and limit the liability taken on by the CCC. This waiver would bring the safety concerns to the participants and encourage everyone to work safely.

Commissioner Ressegue asked if the flyers were ready for the May cleanup. Mr. Ruggles advised the CCC that the next cleanup flyer has been included in the meeting packet. Chairman Bowman asked Mr. Ruggles to highlight some of the items not accepted at the event including concrete, boats and jet skis as people continue to try to discard these items at the cleanups. The CCC members asked for 50 copies of the new fliers so they could distribute them in the community.

Commissioner Longoria asked about the date of the Arbor Day Celebration. Chairman Bowman confirmed that the Arbor Day celebration is scheduled for April 30, 2016 and indicated they would discuss the details at the April CCC meeting. Commissioner Van Hasselt asked if members surveyed the participants of the clean-up for city and county participation. Chairman Bowman advised the CCC that with only four members in attendance they were unable to do the survey. Members in attendance agreed that participants were very patient with the volunteers that day. Commissioner Longoria asked about the survey and if it was done. Chairman Bowman again confirmed they didn't have enough volunteers to have a member dedicated to taking the survey. He went on to describe what each member who was present did on the day of the cleanup. Commissioner Wing recommended that the survey be added to the release of liability form so when participants sign to participate they could also survey participants at the same time.

Mr. Longoria asked if he could send someone to work in his place at the cleanup since he will not be available for the May cleanup. The CCC discussed liability of volunteers. Staff Liaison Rich Ruggles said he thought a replacement to help with the lines would be ok.

b. Adopt-a-Highway Clean-up.

The Clean City Commission had previously changed the Adopt-a-Highway clean-up date from April 9, 2016 to April 23, 2016.

c. Review and Discussion of Possible Certificates of Appreciation.

The CCC discussed the building improvements completed at 4270 Stockton Hill Road and 4300 Stockton Hill Road. They agreed that both buildings had beautified the community. Commissioner Longoria asked if the businesses had to comply with the new landscaping ordinance. Mr. Ruggles confirmed they complied with the old landscaping ordinance as the new one was not in effect at the time the permits were issued.

Commissioner Longoria made a MOTION to RECOMMEND B & B Auto and Diesel Repair at 4270 Stockton Hill Road and Desert Thunder Indian Motorcycles at 4300 Stockton Hill Road for Certificates of Appreciation. Chairman Bowman SECONDED the MOTION WHICH PASSED UNANIMOUSLY with a vote of 6-0.

Commissioner Van Hasselt asked if Chairman Bowman received the information regarding making recommendation to the Chamber of Commerce for project beautification and the Andy Awards. Chairman Bowman said he had not. The Clean City Commission discussed how many of these awards they would consider monthly. Chairman Bowman advised the CCC that they are not limited to a number but recommended they put in place criteria for giving out these certificates. Staff Liaison Rich Ruggles advised the CCC had previously set a criteria and he would include it in the next meeting packet in April for review and discussion.

The Clean City Commission discussed the location of the City of Kingman city limits and if maps were available for members to decipher the city limits and locations of business.

Commissioner Wing said the lot next to the old BJ's Cabana is full of orange juice bottles and trash. The CCC discussed the reporting process for lots like this to the Kingman Police Department Code Enforcement Team.

d. CARE Sandbox Meeting Report.

Vice-Chairman Russell reported to the activities and discussions of the CARE team and Sandbox Meeting in March. Mr. Hinckley reported on the Route 66 related information. He indicated that on May 18, 2016 in Barstow California, a Route 66 economic meeting the president from Pontiac from Michigan would be one of the speakers.

He went on to report that Mr. Scott Dunton would be taking over the rehabilitation of the City Seal painted on the building next to the parking lot by Red Necks BBQ. He indicated Mr. Dunton had already received approval to update the City of Kingman seal and to also paint the Mohave County seal and also the Hualapai Indian Tribe seal on the building at this location. He said that they have already begun work at the location.

Mr. Russell also advised the Clean City Commission that the prison warden, Jeff Wrigley, apologized profusely for the delay at the clean-up. He said that Mr. Wrigley is also in the process of setting up a program to assist non-profit organizations who have a 501(C)3 in place for prisoners to work for them for free. The new owner of the theatre downtown asked if she could use them and Mr. Wrigley said it may be possible to use the prisoners to help clean up the theatre on Beale Street.

e. Consideration of a Recommendation to the City Council Concerning the Appointment of Commissioners

Chairman Bowman invited Marty Luna-Wolf to come up and speak to the Clean City Commission. Ms. Wolf indicated she was born in a small town but lived in big cities most of her adult life. She advised the CCC that she knows the advantages and disadvantages of living in both. She said the City of Kingman is cleaner than the other cities in Mohave County, but knows there is still a lot of work to be done in the community and is willing to assist. She advised the Clean City Commission that she was glad the CCC exists and let them know it was the first commission she has ever applied to serve on. She advised the CCC that she knows she is a good worker, is older than dirt, and is a retired pastor. She indicated she has incredible organization skills and is willing to do the little things, big things, and is willing to learn.

Commission members asked about her availability and if she was willing to serve at the numerous activities that the CCC works on. Vice-Chairman Russell made a MOTION to RECOMMEND Marty Luna-Wolf to serve on the CCC. Commissioner Longoria SECONDED and the MOTION CARRIED UNANIMOUSLY by a vote of 6-0.

Staff Liaison Rich Ruggles said the City of Kingman Common Council would review her recommendation on April 19, 2016 at 5:30 P.M. in the City Council Chambers. Members indicated they would be present to support her appointment by the City Council.

5. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC

No comments from the public were heard at the meeting.

6. ANNOUNCEMENTS BY COMMISSION MEMBERS

Vice-Chairman Russell reminded everyone that Chillin' on Beale begins in April for the season and is scheduled for the 3rd Saturday each month. He also reminded everyone about the 29th Annual Fun Run scheduled to begin on April 30, 2016.

Commissioner Longoria would like to see all the new members of the Clean City Commission be trained on parliamentary procedures for things such as making motions in a meeting. Mr. Ruggles had sent him a handout on this subject at his request. Commissioner Longoria also said he understood that City Clerk Sydney Muhle is currently working on a handbook for Council and Commission members which would contain this information. He would like all of the Clean City Commission members to receive a copy of the parliamentary procedures handout. Mr. Ruggles said he would make sure every CCC member received a copy of the handout.

Chairman Bowman invited everyone to cruise on April 10, 2016 at 9 a.m. to support Rosie's Den. He also announced his car club is working with Mohave Community College on a car show to support the Kingman Wine and Food Festival event on May 14, 2016. The car show cost would be \$15.00 per vehicle and does not include tickets to the Wine and Food Festival; however discount tickets would be available.

ADJOURNMENT: Vice-Chairman Russell made a MOTION to ADJOURN the meeting. Commissioner Van Hasselt SECONDED and the MOTION CARRIED UNANIMOUSLY with a vote of 6-0. The meeting adjourned at 6:27:23.

APPROVED:

Ralph Bowman
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 March 31, 2016

Dated this 21st day of April 2016

Sherie Sixkiller-Wing, Recording Secretary