

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
Mohave County Administration Building 700 W. Beale St. Kingman, AZ 86401**

5:30 PM

AGENDA

Tuesday, December 5, 2017

****A member of the Common Council may be attending the meeting telephonically****

REGULAR MEETING

**CALL TO ORDER AND ROLL CALL --- ALL COUNCILMEMBERS WERE PRESENT
EXCEPT COUNCILMEMBER KRESS WHO WAS EXCUSED.**

INVOCATION

Invocation will be given by Jessica Cooper of Kingman First Assembly

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. APPROVALOFMINUTES

- a. Regular Meeting Minutes of October 3, 2017. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**
- b. Regular Meeting Minutes of November 21, 2017. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

2. APPOINTMENTS

a. Appointments to Planning and Zoning Commission

The terms of commission members Alan Mossberg, Dustin Lewis, and Thomas Schulte end on December 31, 2017 and all three commission members expressed a desire not to be reappointed. The commission members reviewed three current Boards and Commission applications. Two applicants, Scott McCoy and Elizabeth Goss, attended the meeting and addressed the commission in regards to their interest in being appointed. Another applicant, Mike Blair, did not attend the meeting. The commission voted 6-0 to recommend that the City Council appoint Scott McCoy and Elizabeth Goss each to a three-year term ending on December 31, 2020. The commission desires to delay filling the third position until additional applications are submitted for review. **Staff recommends appointment of Scott McCoy and Elizabeth Goss to a three year term on the Planning and Zoning Commission. MOTION TO APPOINT SCOTT MCCOY AND ELIZABETH GROSS TO THE PLANNING AND ZONING COMMISSION WAS PASSED BY A VOTE OF 6-0.**

b. Parks, Aquatics, Recreation and Golf Commission Appointments

At the November 15th Parks, Aquatics, Recreation and Golf Commission Meeting there were four commission positions available for appointment. The terms of Corralyn Dunshie, Brenda DeHaan and Jon Gillenwater have been fulfilled. All three finished their original 1 year appointed term, and were eligible for their first full (3) three year term. The last vacant position was due to the resignation of Stephen Smith. After reviewing the Board and Commission Applications and some discussion the commission voted 5-0 to recommend to council appointment of Corralyn Dunshie, Brenda Dehaan and Jon Gillenwater for their first full 3 year term. The commission also voted 5-0 to appoint Trevor Batt to fulfill the remaining 2 years of Stephen Smiths term. **Staff**

recommends appointment of Corralyn Dunshie, Brenda Dehaan and Jon Gillenwater to a three year term and Trevor Batt to fulfill the remaining two years of Stephen Smiths term. MOTION TO REAPPOINT CORRALYN DUNSHIE, BRENDA DEHAAN, AND JON GILLENWATER, AND APPOINT TREVOR BATT TO THE PARKS, AQUATICS, RECREATION, AND GOLF COMMISSION WAS PASSED BY A VOTE OF 6-0.

c. Appointments to Municipal Utility Commission

The terms of commission members Paul Shuffler and Mike VanZandt end on December 31, 2017. At the Utility Commission meeting of November 20, 2017 both commission members indicated the desire to be reappointed. There were no new talent bank applications. The commission voted 6-0 to recommend that the City Council appoint Paul Shuffler and Mike VanZandt each to a three-year term ending on December 31, 2020. This will require a super majority vote by the Council.

Staff recommends appointment of Paul Shuffler and Mike VanZandt to each serve a term on the Municipal Utility Commission beginning on January 1, 2018 and ending on December 31, 2020. MOTION TO APPOINT PAUL SHUFFLER AND MIKE VANZANDT TO THE MUNICIPAL UTILITY COMMISSION WAS PASSED BY A VOTE OF 6-0.

3. AWARDS/RECOGNITION

a. Special Recognition of Allen Mossberg

Planning and Zoning Commission Chairperson Allen Mossberg is retiring from the P & Z Commission at the end of his term this month. He takes inordinate pride in the role he's played on P & Z over the years and has been an excellent chair; he has led the commission extremely well through many large agenda issues. Mr. Mossberg has served on the commission since April, 2008, as Vice Chair in 2011, and Chair since 2014. The Mayor and Council wish to recognize Mr. Mossberg for his extraordinary service to the citizens of Kingman.

b. National Softball Association Outstanding Park Award

At the National Softball Association (NSA) National Convention in Louisville, Kentucky on November 3, 2017, the City of Kingman received the 2017 Outstanding Park award for Veterans Centennial Park. We were one of five facilities in the country to be recognized for outstanding contributions, dedication and support of the National Softball Association programs. While the Parks and Recreation staff worked very hard to make this happen, this is truly a community award. The Award represents a Thank You to every Council, Commission and past City Staff that directly impacted and were responsible for the construction, improvements and maintenance of this awesome Softball Facility at Centennial Park. There are several groups that should be recognized for their support of Softball in our community; J.O. Girls and their parents, Kingman Men Senior Softball Team, Church League, and for sure the Kingman Softball Association who have made many donations for improvements over the years. Thank you all.

4. CALLTOTHEPUBLIC-COMMENTSFROMTHEPUBLIC

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. CONSENTAGENDA

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. Resolution 5116 - Authorization for Banking Activities

Resolution No. 5116 removes John Dougherty and adds James C. Bacon, Jr. as City Manager. It also adds language relating to the access, authorization and approval of electronic banking transactions. The additional language is one of the steps needed in developing written policies and procedures for the Finance Department. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

b. City of Kingman Visitor Center Gift Shop POS upgrade

A review of the City of Kingman Visitor Center cash handling operations resulted in the recommendation that a separate cash drawer be designated for each employee's use on a daily basis. Currently, all employees conduct transactions from one single cash register. Intuit provided the Visitor Center with a quote totaling \$5,751.49 to upgrade to the current software release (V18.0 Pro), obtain a third license, and secure the additional peripheral hardware. Since Intuit is the existing POS provider, this purchase would qualify for a sole source exception utilizing Sec. 2-160(c) of the City's procurement code. This purchase is not a FY18 budgeted item and would require a transfer of \$5,751.49 from the Powerhouse Contingency. **Staff recommends approval. MOTION TO APPROVE PURCHASE OF THE POS UPGRADE AND THE CONTINGENCY FUND TRANSFER WAS PASSED BY A VOTE OF 6-0.**

6. OLDBUSINESS

a. Update and Direction on Beale Street Arch, ENG15-0072

At the March 7 Council meeting staff was directed to pursue several arch concepts for review and public input. Staff presented five concepts for public input at the April town hall meeting. The public favored Option five as the recommended alternative. YESCO LLC, the City's CMAR Contractor, was asked to price Option 5 and the costs came in over \$260,000. Staff has been working with YESCO to reduce the costs making them in line with the adopted budget which includes \$110,000 for the work. The current concept contains colors and similar features from Option 5, however, it contains no lighting and is not as intricate as the original design. Lighting can be added later. The current cost proposal from YESCO is \$130,463. Council review and direction is requested. **Staff recommends funding the project using \$110,000 from the adopted budget and \$20,463 from General Fund contingency. In addition staff recommends including additional contingency of up to \$15,000 for concrete bump outs and conduit stubs for possible future electrical lighting. MOTION TO SCHEDULE A WORK SESSION TO DISCUSS THIS ITEM FURTHER WAS PASSED BY A VOTE OF 6-0.**

7. NEWBUSINESS

a. Discussion and direction to staff regarding a no smoking on City property policy

Mayor Gates has requested an agenda item to discuss and possible direct staff regarding the establishment of a no smoking policy for all City of Kingman property. **Staff is in support of establishing this policy. MAYOR GATES PULLED THIS ITEM FROM THE AGENDA. THERE WAS NO ACTION TAKEN.**

b. Discussion and Possible Direction on Branding the Visitor Center

Councilman Lingenfelter requested that this item be placed on the agenda for Council to discuss the Kingman Visitor Center gift shop co-branding of Route 66 and the City of Kingman. **Council discretion. COUNCILMEMBER LINGENFELTER PULLED THIS ITEM TO BE HANDLED ADMINISTRATIVELY. THERE WAS NO ACTION TAKEN.**

c. Establishment of a Water Recharge and Sustainability Commission

Councilmember Lingenfelter is requesting that the City Council establishment of City of Kingman Water Recharge and Sustainability Commission. The Water Recharge and Sustainability Commission's duties and goals should include, but not be limited to, the following activities: Provide elected policy makers and administrative decision makers, with data, resources, recommendations, and tools to proactively address local Kingman water challenges; Identify

opportunities to advance sustainable water conservation and recharge solutions; Create a forum for shared water conservation and recharge information, experience, and best practices; Serve as the community voice both locally and in the state supporting water recharge, resilience, and sustainability at various policy forums; and Provide monthly updates to local elected officials and City of Kingman citizenry on activities. **Council discretion. THIS ITEM WAS PULLED IN FAVOR OF DISCUSSING IT IN CONJUNCTION WITH A WORK SESSION ON WATER ISSUES AS WELL AS WITH THE TRI-CITY COUNCIL.**

- d. Public hearing and consideration of Resolution No. 5115 for the approval of a modification of an existing conditional use permit for a truck stop to allow a shop and maintenance building for truck repair, including engine repair, located at 3300 Andy Devine Avenue.**

Mohave Engineering Associates, applicant, and CFJ Plaza Company II, property owner, have requested approval of a modification to an existing Conditional Use Permit (CUP) to allow a shop and maintenance building for truck repair, including engine repair, located at 3300 Andy Devine Avenue. The current proposal is to expand the Flying J Truck stop to add 10,033 square foot new building to be used as a shop and maintenance for semi-trucks. Comments from ADOT were received and they do not support the modification of the CUP due to already congested volumes. ADOT is requiring a Full Traffic Impact Analysis, drainage improvements along SR 66 right of way, a non-traversable barrier between Flying J and the old K-mart. However, a Traffic Impact Analysis is not required by the City of Kingman Streets and Sidewalk Regulations due to this development not meeting certain thresholds of traffic generation. Staff will work with ADOT and the applicant during the building permit/site plan stage of review regarding any concerns they may have. The Planning and Zoning Commission held a public hearing on this request on November 14, 2017. and voted 5-0 and one abstention to recommend approval of the CUP request with the conditions as stated in Resolution No. 5115. **Staff recommends approval of Resolution No. 5115. MOTION TO APPROVE WITH AN AMENDMENT TO INCLUDE THAT THIS MUST BE CONTINGENT UPON A SUCCESSFUL TRAFFIC IMPACT ANALYSIS OUTCOME WAS PASSED BY A VOTE OF 6-0.**

- e. Consideration of Ordinance No. 1840 amending Section 4.000, Section 7.000, and Tables Two and Three of the City of Kingman Subdivision Ordinance with regard to the adopted street standards**

The Traffic Safety Committee (TSC) reviewed the City's street standards to identify any changes that are necessary to meet the current and future transportation needs of Kingman. The TSC consulted numerous national standards and regional resources in considering changes to the adopted street standards. On November 14, 2017, the City of Kingman Planning and Zoning Commission reviewed the proposed text amendments and voted 6-0 to recommend certain text changes as stated in Attachment "A" which follow the TSC's recommendations. **Staff recommends approval of Ordinance No. 1840. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

- f. Consideration of Ordinance No. 1841 amending Sections 1-2, 1-4, 1-6, 1-9, Table One, Table Two, and Table Two Notes of the Streets and Sidewalks Development Rules and Regulations of the City of Kingman with regard to the adopted street standards**

The Traffic Safety Committee (TSC) reviewed the City's street standards to identify any changes that are necessary to meet the current and future transportation needs of Kingman. The TSC consulted numerous national standards and regional resources in considering changes to the adopted street standards. Standard details for all street classifications are being finalized and will be brought back to the Council for approval in the near future. The proposed changes to the Street Policy as shown in Attachment "A" of Ordinance No. 1841 are in harmony with the proposed changes to the Subdivision Ordinance. **Staff recommends approval of Ordinance No. 1841. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

- g. Request for Support of JTED Fourth Year Funding**
Vice Mayor Miles has requested discussion and possible action on signing the attached letter of support for WAVE JTED. **Council discretion. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

h. Discussion and possible creation of Annual Workshop

Councilmember Scott Stehly has requested discussion and possible creation of an annual workshop in January between the city council and the city commissions with the intention of empowering our commissions by giving them the necessary tools to succeed. Workshop agenda items would include but are not limited to: a review of commission rules and open meeting laws. An open discussion about obstacles and suggestions to improve commission effectiveness. Followed up by a break out session to allow commissions to review and possibly update meeting date/time/frequency, objectives, priorities, and mission statements. As well as create 2018 goals and discuss budgetary needs. Finally, each committee could discuss the creation of a welcome packet for new commission members. If approved the council should create a subcommittee to finalize the agenda and work with staff to arrange the meeting. **Council discretion. COUNCIL DIRECTED STAFF TO ESTABLISH A PRELIMINARY STRUCTURE AND BRING IT BACK TO COUNCIL FOR CONSIDERATION.**

8. REPORTS

a. Council Liaison to Boards & Commissions Report

b. Curbside Recycling Pilot Program Report

Staff will present a status report on the curbside recycling pilot program underway in the Walleck Ranch and Legacy neighborhoods. **Information only.**

c. Report on cost to date of litigation with KAA

Mayor Gates has requested a report from the City Attorney on cost to date associated with the litigation involving KAA management contract.

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.