

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

**5:30 PM      ACTION AGENDA    Tuesday, March 19, 2019**

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

**WORK SESSION**

ALL WORK SESSION ITEMS LISTED ARE FOR DISCUSSION ONLY. NO ACTION CAN OR WILL BE TAKEN. The primary purpose of the work session meetings is to provide the City Council with the opportunity for in-depth discussion and study of specific subjects. Public comment is not provided for on the Agenda and may be made only as approved by consensus of the Council. In appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an Agenda item if invited by the Mayor or City Manager to do so. The Mayor may limit or end the time for such presentations.

1. Utility Billing and Licensing Department Report
2. Pension (PSPRS) Policy
3. Central Procurement Discussion
4. Dollar Store Discussion

**REGULAR MEETING**

**ESTIMATED START TIME OF REGULAR MEETING IS 7:00 P.M.**

**CALL TO ORDER AND ROLL CALL --- ALL COUNCILMEMBERS**

**WERE PRESENT.**

**INVOCATION**

**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**

**2.    APPOINTMENTS**

**a.    Historic Preservation Commission Appointment**

The City's Historic Preservation Commission experienced a member resignation in November 2018. That member's term expired in December 2018. Greta Warren has applied to fill the vacancy on the HPC and is very qualified, interested and motivated. **Staff recommends approval. MOTION TO APPOINT GRETA WARREN TO THE HISTORIC PRESERVATION COMMISSION WAS PASSED BY A VOTE OF 7-0.**

**3.    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.

#### **4. 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. Approval of Job Order Proposal from Kincheloe Construction for Water Line Improvements on Pine Street and Sixth Street, ENG13-059**

On September 4, 2018 the Council approved a Job-Order-Contract with Kincheloe Construction for Underground Utility Pipeline Construction & Related Infrastructure, ENG18-0016. Staff asked Kincheloe Construction for a Job Order Proposal for project ENG13-059 which consists of approximately 1,640 linear feet of 8" PVC water line, three new fire hydrants, connecting the new water line to existing customers and other related work. The attached proposal includes a Guaranteed Maximum Price (GMP) of \$304,574.16 for this work. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

**b. Award Injection Well Driller bid**

On February 28, 2019, bids were publicly opened for a contract to drill, case, and pump test a Reclaimed Water Recharge Injection Well at the Hilltop Wastewater Treatment Plant Injection Well No.1. This project is budgeted for this fiscal year. A total of 4 bids were received with the lowest bid being KP Ventures Well Drilling - Cottonwood AZ.- \$423,227.07. **Staff recommends accepting the low bid from KP Ventures Well Drilling. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

**c. Approval of Resolution No. 5199, Creating a Sewer Easement on Parcel IV-U-B-G at the Airport Industrial Park**

The Kingman Airport wishes to sell Parcel IV-U-B-G which is located off Flightline Drive and identified as Tax Parcel 310-19-226. This parcel has a sewer line running across the middle of the property. It is in the best interest of the public to set aside a 25 foot sewer easement for access, maintenance, repairs, and replacement. Resolution No. 5199 creates the necessary sewer easement across Parcel IV-U-B-G. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

**d. Approval of Branding Services Proposal from North Star**

The City of Kingman Economic Development & Planning Department released a request for proposal for branding services in December 2018 and received proposals from three firms ranging from \$49,000 to \$80,150. Staff selected the mid-range proposal from North Star for \$64,000. The Economic Development Department FY2019 budget allocated \$50,000 for the study, but the department has savings to absorb the difference between the budgeted and actual amount. **Staff recommends approval. MOTION TO TABLE UNTIL APRIL 2, 2019 AGENDA WAS PASSED BY A VOTE OF 7-0.**

**e. Stockton Hill Road Mill and Overlay (ENG18-0039) - Amendment No. 1**

On September 19, 2018 the City Council approved a job order with Haydon Building Corp. to mill and overlay Stockton Hill Road between Airway Avenue and Gordon Drive. To take advantage of already mobilized construction crews, City staff has requested two proposals for additional work. The first proposal is

to add a portion of Gordon Drive to the mill and overlay work. The second proposal is to modify a culvert crossing that crosses Stockton Hill Road just south of Hillcrest Drive. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

a. **Request for a street improvement deferral for a portion of Beverly Avenue**  
MIKID (Mentally Ill Kids in Distress) Inc. is the owner of property located at 2615 E. Beverly Avenue. A building permit application has been submitted for remodeling several existing buildings with an estimated construction valuation of **\$100,000. Because the proposed construction will exceed \$20,000, Section 2- 2(d) of the Streets and Sidewalks Development Rules and Regulations requires that the street improvements to be completed on all adjoining streets. Nick Gray, Operations Manager for MIKID Inc., has applied for a street improvement deferral of E. Beverly Avenue per the Section 2-2(e) of the Street Policy. The Traffic Safety Committee (TSC) reviewed the request on March 7, 2019. Traffic Safety Committee has recommended that the request does not meet the criteria for a deferral. Council direction is requested. MOTION TO TABLE UNTIL APRIL 2, 2019 AGENDA WAS PASSED BY A VOTE OF 7-0.**

b. **Consideration of Resolution No. 5198 approving a street improvement deferral for a portion of Pierce Street**

A building permit has been issued for remodeling of the Hilltop Motel with an estimated construction valuation of \$247,300. Because the proposed construction will exceed \$20,000, Section 2-2(d) of the Streets and Sidewalks Development Rules and Regulations requires that the street improvements be completed on all adjoining streets. The property adjoins three streets, E. Andy Devine Avenue, Hall Street and Pierce Street. E. Andy Devine is fully improved. Ms. Baker has applied for a street improvement deferral of Pierce Street per the Section 2-2(e) of the Street Policy. The Traffic Safety Committee (TSC) reviewed the request on March 7, 2019 and recommended that a deferral be granted until any adjoining properties on the west side of Pierce Street develop. **Staff recommends adopting Resolution No. 5198. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

7. **DEPARTMENT REPORTS**

8. **ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER**

*Limited to announcements, board and commission liaison reports, availability/attendance at conferences and seminars.*

9. **COUNCIL REQUESTS FOR FUTURE WORK SESSION AGENDA ITEMS AND/OR CALENDAR ADJUSTMENTS**

**ADJOURNMENT --- MOTION TO ADJOURN WAS PASSED BY A VOTE OF 7-0.**