

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
310 N. Fourth Street Kingman, AZ 86401**

6:00 PM

ACTION AGENDA

Tuesday, November 5, 2019

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

REGULAR MEETING

CALL TO ORDER AND ROLL CALL-- ALL COUNCILMEMBERS WERE PRESENT

INVOCATION

Invocation will be given by Pastor Dennis Cronkright of College Park 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. APPOINTMENTS

a. Building Board of Appeals Appointments

The Building Board of Appeals consists of 7 members and currently has 6 vacancies. Through a recruiting effort, we have received 4 interested applicants, which would put the board membership at 5 members. This would be enough for a quorum and conduct business. The interested applicants received are as follows- Paul Shuffler, Rex Ruge, Pat Yarush and John Kirby. **Staff recommends appointing each of the applicants to serve one-term. MOTION TO APPOINT APPLICANTS WAS APPROVED BY A VOTE OF 7-0.**

2. 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.

3. 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. Work Session Meeting Minutes of October 15, 2019 MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.

b. Regular Meeting Minutes of October 15, 2019 MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.

c. Approval to purchase Training Tower / Burn Building

In the FY 19-20 budget, the training tower / burn building was approved for purchase. The department utilized the RFQ process and proposals were submitted for consideration in which WHP Training Towers (Jahnke and Sons) was selected. **Staff recommends the approval of the training tower / burn building in the amount of \$594,013.87 from WHP Training Towers (Jahnke and Sons). MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

d. Approval of Professional Services Agreement with Sunrise Engineering for GIS Implementation, Phase 3, ENG19-0086

This project is the continuation of a three phased plan to implement Geographic Information System (GIS) technology for the City. The first and second phases were successfully completed previously by Sunrise Engineering. The principal focus of the final phase is to integrate additional data into the GIS system, develop additional web applications for citizens and City departments and provide ongoing training for city staff. **Staff recommends that the City Council approve the contract, authorize the use of up to \$22,000.00 of the Dispatch Fund contingency and authorize the Mayor to sign the agreement on the City's behalf. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

e. Approval to Award TischlerBise, Inc. the Bid to Perform a Development Impact Fee and Stormwater Utility Rate Study for the City of Kingman

Pursuant to City Council's direction, the Finance Department issued a Request for Proposal for a Development Impact Fee and Stormwater Utility Rate Study on August 28, 2019. After careful consideration, the evaluation committee unanimously agreed to recommend TischlerBise, Inc. to perform a development impact fee and stormwater utility rate study for the City of Kingman. **Staff recommends 1) awarding TischlerBise, Inc. the bid to perform a development impact fee and stormwater utility rate study, 2) entering into a professional services agreement with TischlerBise, Inc., and 3) transferring contingency from the Capital Projects Fund and Stormwater Fund to cover the cost of the study. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

f. Bonanza Way Warranty Deed and Dedication

The Kingman Airport wishes to establish Bonanza Way as a county highway with regular maintenance through Mohave County. Bonanza Way between Commerce Drive and Shipping Lane needs to be dedicated to the public prior to Mohave County establishing it as a county highway with maintenance. By signing and recording this deed, Bonanza way will be dedicated public right-of-way. **Staff recommends that this dedication be authorized and the the Mayor be authorized to sign the deed of dedication, and all related documents on behalf of the City. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

g. Award of bid for Andy Devine Avenue ADA Improvements, ENG18-0082

The City has received \$790,239 in federal CDBG grant funding to construct ADA Improvements along Andy Devine Avenue beginning at 4th Street and continuing approximately 2,830 linear feet west to Grandview Avenue. Staff issued a request for bid on September 5, 2019 and received a total of six bids. The apparent low bidder was McCauley Construction, Inc. Upon review and consideration of the bid, staff discovered a calculation error on the proposal form in the amount of \$20,000 which increases McCauley Construction's bid to \$793,995. The bid exceeds the CDBG construction budget by \$3,756. **Staff recommends Council award a**

construction contract to McCauley Construction, Inc., to complete ADA improvements along Andy Devine Avenue in the amount of \$793,995, authorize the use of \$3,756 from the Water Expansion Fund contingency and authorize the Mayor to sign all project related documents on behalf of the City. **MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

h. Approval of Grant of Easement to Mohave County, BLD18-0285 *AMENDED*

Mohave County is proceeding with construction of the new court house at 401 E. Spring Street. The construction plans call for a zero setback to the building face which is allowed under the City Zoning Ordinance. When Mohave County staff reviewed the plans, they failed to recognize that the building footings would encroach into the City right of way. City staff notified County staff of the potential encroachment earlier this year. The building footer will encroach approximately 5 feet into Pine Street and approximately 2 feet into Spring Street. Mohave County has proposed that the City grant to the County a subsurface easement to remedy the encroachment. A Grant of easement form is attached. **Staff recommends that Council approve the subsurface easement and authorize the Mayor to sign the document on behalf of the City. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

i. Resolution No. 5247 Approving a Property Escrow Assurance Agreement and Authorizing the Recording of the Final Plat Walleck Ranch, Tract 1961-J.

On April 3, 2018 the City Council passed Resolution No. 5142 which approved the final subdivision plat, grading, and improvement plans for Walleck Ranch, Tract 1961-J. The developer has completed approximately 80-percent of the required improvements, but would like to record the final plat now in order to start the public report process. Under the proposed resolution, all improvements will need to be completed within the original time frame of April 3, 2020. **Staff recommends approval of Resolution No. 5247 MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

j. Municipal Court Flooring

The Kingman Municipal Court would like to utilize the Court Enhancement Fund to replace the existing flooring in the courthouse. The Court sought three quotes from local vendors and it will proceed with the lowest quote of \$19,938.82 from Home Depot. The Court would also request to be authorized to utilize the Court Enhancement Fund for this project for any minor repairs that need to be done. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

k. Authorization to Purchase a New CAT 259D3 Skid Steer

The Wastewater Division budgeted for a skid steer in this fiscal years budget. Empire Equipment Rental & Sales has a new 2019 CAT 259D3 skid steer available through a national cooperative purchasing agreement. The City of Kingman's Procurement policy allows for cooperative purchasing methods. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

l. Approval to award Green Play LLC the Bid to Preform the Parks, Open Space, Trails & Recreation (POSTR) Master Plan for the City of Kingman

Pursuant to City Council's Direction, the Park and Recreation Department issued a Request for Proposal for the Parks, Open Space, Trails and Recreation (POSTR) Master Plan on August 22, 2019. After reference checks, interviews, and careful consideration, the evaluation committee agreed unanimously to recommend Green Play LLC to perform the Parks, Open Space, Trails and

Recreation (POSTR) Master Plan. **Staff recommends 1) awarding Green Play LLC the bid to perform the Parks, Open Space, Trails & Recreation (POSTR) Master Plan, 2) entering into a professional Services agreement with Green Play LLC. The \$69,995 will come from the Capitol Projects Fund that has been budgeted for. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

4. **OLD BUSINESS**

5. **NEW BUSINESS**

a. **Municipal Court Job Classification Changes**

The Kingman Municipal Court is requesting to change the classifications of two of its court clerk positions to those of Judicial Assistant and Courtroom Clerk. The Courtroom Clerk carries additional duties and responsibilities above and beyond a court clerk, and the Judicial Assistant carries additional duties and responsibilities above and beyond both a court clerk and the Courtroom Clerk. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

6. **DEPARTMENT REPORTS**

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

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

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

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