

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

**6:00 PM**

**ACTION AGENDA**

**Tuesday, January 7, 2020**

**\*\*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 MELLO KEENER AND COUNCILMEMBER WATKINS WHO WERE EXCUSED.**

**INVOCATION**

Invocation will be given by Pastor Peter Ernst of Kingman Family Bible 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 Code Board of Appeals consists of 7 members and there are currently 5 members, of which 4 appointments were approved by Council on November 5, 2019. The BLS division has received 2 new applications, from qualified applicants, and this would make the Board membership whole. The interested applicants are John Mieding, P.E. and William Macabe. **Staff recommends appointment. MOTION TO APPOINT JOHN MIEDING, P.E. AND WILLIAM MACABE WAS PASSED BY A VOTE OF 5-0.**

**b. Board of Adjustment Appointments**

Two commission members, Alie Reynolds and Kammie Furman, have just completed unexpired terms that ended on December 31, 2019. Both commission members have expressed interest in serving on a full term ending on December 31, 2022. There are two additional vacancies at this time and no other applications for the Board of Adjustment.

**Staff recommends reappointment. MOTION TO REAPPOINT ALIE REYNOLDS AND KAMMIE FURMAN WAS PASSED BY A VOTE OF 5-0**

**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 December 17, 2019 MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**
- b. **Regular Meeting Minutes of December 17, 2019 MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**
- c. **Proposed Resolution No. 5253- Approving the Conveyance of Property and a Change to the Beneficiaries of a Trust for Kingman Crossing, Tract 1993-B**  
The final subdivision plat for Kingman Crossing, Tract 1993-B was approved in 2006 and recorded on March 29, 2007 with a property escrow assurance agreement from First American Title Agency of Mohave, Inc. The property escrow assurance agreement requires written approval from the City of Kingman prior to the transfer, release, or conveyance of any property within Kingman Crossing, Tract 1993-B which is subject to this agreement. Approval of Resolution No. 5253 will provide the required written authorization approving the conveyance of the property to Pioneer Title and will acknowledge the change of the beneficiaries to the trust for Kingman Crossing, Tract 1993-B. The previous property escrow agreement will continue to be operable for two years during which all subdivision improvements will need to be completed. If additional time is needed, the developer will need to make a request to the Council for an extension of time. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**
- d. **Approval of Job Order Contract Renewals, ENG15-016**  
On January 17, 2017, the Council approved Job Order Contracts (JOCs) with three contractors for various street and drainage projects. The initial contract length was for one year with the option of renewing annually for up to four additional years. The attached amendments from Desert Construction, Rummel Construction and McCormick Construction will allow staff to continue using these companies under the JOC process. These amendments will be for an additional (1) year period from January 7, 2020 through January 7, 2021. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**
- e. **Proposed Resolution No. 5255- Approving a Letter of Credit Assurance Agreement and Authorizing the Recording of the Final Subdivision Plat for Sycamore Village, Tract 1955-A**  
On September 17, 2019, the Kingman Common Council passed Resolution No. 5244 which approved a final subdivision plat, grading, and improvement plans of a 30-lot residential subdivision known as Sycamore Village, Tract 1955-A. The developer, Am-Pak Enterprises, LLC, did not initially offer an assurance for the completion of the subdivision improvements as allowed by Section 3.3(a) of the Kingman Subdivision Ordinance because the final plat was intended to be recorded after all required improvements are completed and then accepted for city maintenance by the Common Council. The developer has now provided Irrevocable Letter of Credit No. 152. The City Engineer has reviewed the Engineer's Cost Estimate submitted for the completion of the remaining uncompleted subdivision improvements and has determined that the amount offered in the letter of credit is sufficient to cover the costs of the improvements. Resolution No. 5255 will accept the letter of credit and authorize the recording of the final plat for Sycamore Village, Tract 1955-A. All improvements will need to be completed within one year or the developer will need to seek an extension of time from the Council. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**
- f. **Request to Reallocate Funding**

The City of Kingman's FY2020 Adopted Budget and 5-Year Capital Improvement Plan included a project to perform an environmental assessment and cleanup of 16 acres at the Kingman Municipal Airport. The project is funded through the airport operations budget (\$330,000) but is not anticipated to begin during the current fiscal year. Having been awarded a jointly funded grant by the Federal Aviation Administration and Arizona Department of Transportation for the rehabilitation of runway 03-21 at the airport, a grant match in the amount of \$112,904 was necessary. Staff is requesting further reallocation of \$103,437 in funding from the environmental assessment and cleanup project towards the following unforeseen, necessary expenditures: 1. 15 KV Regulator - \$16,000, 2. ADEQ Stormwater Permit - \$14,830, 3. Terminal Area Fencing - \$20,000 and 4. Shock Center Demolition - \$52,607. If approved, the remaining funding for the environmental assessment and cleanup project for FY2020 will be \$113,659. Unused monies will carry over to FY2021. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

4. **OLD BUSINESS**

5. **NEW BUSINESS**

- a. **Public Hearing and Consideration of Resolution No. 5254- Authorizing an Expansion and Modification of a Conditional Use Permit (CUP) to Allow a Truck Parking Area onto Property North of the Flying J Truck Stop Located at 3300 E. Andy Devine Avenue.**

Pilot Travel Centers LLC, applicant, and Kingman Plaza LLC, property owner, have requested approval of a modification to an existing Conditional Use Permit (CUP) to allow a truck parking area onto the shopping center property located north of the Flying J Truck Stop located at 3300 E. Andy Devine Avenue. The subject property is zoned C-3: Commercial, Service Business. A previous CUP modification was approved in 2017 which allowed the construction of a truck service facility. A new truck parking area is being proposed on a portion of a mostly vacant commercial shopping center immediately north which will add about 17 truck parking spaces and eliminate 61 car parking spaces. The applicant will need to design the driveway to the truck parking area in accordance with ADOT requirements. The site circulation is also proposed be changed. The Planning and Zoning Commission held a public hearing on this request on December 10, 2019 and voted 7-0 to recommend approval of the CUP request with the conditions as stated in Resolution No. 5254. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

6. **DEPARTMENT REPORTS**

- a. **Fiscal Year 2019 Audit Presentation**

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 5-0.**