

**CITY OF KINGMAN  
MEETING OF THE COMMON COUNCIL  
Council Chambers  
310 N. 4th Street**

5:30 P.M.

**ACTION AGENDA**

Tuesday, September 15, 2015

**REGULAR MEETING**

**CALL TO ORDER & ROLL CALL --- ALL COUNCILMEMBERS WERE PRESENT EXCEPT VICE MAYOR WIMPEE SR. AND COUNCILMEMBER YOUNG WHO WERE EXCUSED.**

INVOCATION will be given by Paul Daniel of First 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. APPROVAL OF MINUTES**

**a. The Work Session Minutes of August 25, 2015. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**b. The Regular Meeting and Executive Session minutes of September 1, 2015. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**2. PROCLAMATION**

**a. Kingman Cancer Awareness Month**

**b. National Literacy Month and International Literacy Day**

**3. APPOINTMENTS**

**Consideration of appointing two people to the Tourism Development Commission (TDC)**

The TDC has two vacancies. The term of James McGuire ended December 31, 2014 and he did not seek reappointment. Debra Sixta, whose term ends December 31, 2016, resigned from the Commission in December, 2014. The TDC met on September 3, 2015 and recommended appointing Theresa Evans and Herberta Schroeder. **Staff recommends approval. MOTION TO APPOINT THERESA EVANS AND HERBERTA SCHROEDER WAS PASSED BY A VOTE OF 5-0.**

**4. AWARDS**

**Employee Award & Recognition**

Cheryl Smith has been recognized by her peers in the Arizona Chapter of the Society of Human Resources Management and is the 2015 recipient of the Ann Byrnes, SPHR Memorial Award for Professional Excellence. Jackie Walker has been recognized by her peers in the Arizona Chapter of the Society of Human Resources Management as a nominee for the Al O'Connor Lifetime Achievement Award. **Staff would like Council to recognize Cheryl Smith and Jackie Walker.**

**5. 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.

**6. 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. Authorizing the purchase of real property on Gates Avenue for drainage purposes, ENG15-018**

On March 17, 2015 Council approved Resolution 4936, which authorized staff to proceed with acquiring vacant property on Gates Avenue for drainage purposes. The property identified as tax Parcel 311-14-325 is 5,000 square feet in area and a natural low point which ponds with storm runoff. The property owner has provided an appraisal dated March 11, 2010 showing an opinion of value of \$12,000. **Staff recommends proceeding with the Gates Avenue property acquisition. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**b. 2016 Governor's Office of Highway Safety (GOHS) Grant Award**

The Kingman Police Department has been awarded \$20,000 from the GOHS. The funding will provide overtime for the department's participation in DUI/Alcohol enforcement with DUI Task Force operations. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**c. Special Event Liquor License Application**

Applicant Karen Lopez of the Kingman / Golden Valley Association of Realtors has applied for a Series 15 Special Event Liquor License for an event to take place Saturday, October 10, 2015 from 11:00 A.M. to 3:00 P.M. at Metcalf Park, 315 W. Beale St. in Kingman. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**d. Special Event Liquor License Application**

Applicant Patrick Dexter Otto of the Mohave Museum of History And Arts, Inc. has applied for a Special Event Liquor License for an event to take place Saturday, November 07, 2015 from 6:00 P.M. to 9:00 P.M. at the Mohave Museum of History and Arts, 400 W. Beale Street in Kingman. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**e. Consideration of Amendment No. 1 with Freiday Construction, Inc. for Construction Manager at Risk services related to the installation of the Rattlesnake Tank Booster Pumps and 16" Rancho Santa Fe Parkway Transmission Main (ENG12-010)**

On March 3, 2015 Council approved a construction CMAR contract with Freiday Construction to begin Phase 1 for the Rattlesnake Tank Booster Pumps and 16" Rancho Santa Fe Parkway Transmission Main project. This amendment is for Phase 2, which will complete the remaining work for this project. The negotiated Guaranteed Maximum Price (GMP) for the project is \$1,894,483.56, which was budgeted through the water projects fund. All work will be complete by March 31, 2015. **Staff recommends approving Amendment No. 1 with Freiday Construction, Inc. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**f. Recommendation from the Tourism Development Commission (TDC) for the quarterly payment to Kingman Visitor Center, Inc. for tourism services**

The Kingman Visitor Center, Inc. receives a quarterly payment of \$51,250 from the City upon submission and acceptance of the tourism quarterly report. The most recent quarterly report was submitted and accepted by TDC at the September 3, 2015 regular meeting. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**g. Resolution 4957 – Authorization for banking activities**

Resolution 4957 changes Wendy Sherer's title to Finance Administrator, removes Trinna Ware as an authorized person to make telephonic and wire transfers between the City's accounts, and adds designees to the list of authorized positions that can hold City purchasing cards. Each department's director will have the authority to designate staff within their department to hold a City issued purchasing card. All cardholders will be required to acknowledge receipt of the purchasing card and associated policy. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**h. Resolution 4968 – Authorization to implement a purchasing card policy**

Resolution 4968 authorizes the Finance Department to implement a purchasing card policy. Prior to issuance of a City purchasing card, all designated staff will be required to acknowledge receipt of the policy and sign a cardholder agreement. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**i. Federal Aviation Administration (FAA) A.I.P. Grant 3-04-0021-027-2015 to rehabilitate Taxiway C and the south aircraft parking apron at the Kingman Airport**

The FAA grant offer is \$2,680,000 and the local match requirement will be approximately \$141,053, which the Kingman Airport Authority commits to providing its equal share along with ADOT Aeronautics. **Staff recommends accepting the FAA grant. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**j. Ordinance 1802 – Modified agenda process**

The Council directed staff to add language that stated only the councilmember who added the item to the agenda may remove it as well as submitting the item in writing. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**k. Proposed Resolution 4969 changing the street name of “West Central” to “Center Street”**

West Central is a short, unimproved street located west of Mohave Avenue in the Southside area of downtown Kingman. West Central is on essentially the same alignment as Center Street located east of Mohave Avenue. Several City maps as well as the Mohave County GIS system indicate that this street is named Center Street, however, no evidence could be found that the street name was formally changed by Council resolution. To reduce potential confusion in the 9-1-1 system regarding the correct street name and its location, staff is proposing to change the name of “West Central” to “Center Street.” **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**7. OLD BUSINESS**

**a. Update on marketing for Best of the West on 66 festival**

Event coordinator Dora Manley will provide a verbal report on the marketing for the Best of the West on 66 festival.

**b. Public auction of Parcel IV-U-B-F at the Kingman Airport and Industrial Park**

Star R Foam Manufacturing, Inc. is the anticipated bidder as of this date who can meet the conditions of sale as specified in the public notice. The minimum bid to be accepted is the appraised value of \$130,000. **Staff recommends conducting a public auction of Parcel IV-U-B-F during the meeting. MOTION TO ACCEPT BID OF \$130,000 FROM STAR R FOAM MANUFACTURING, INC. WAS PASSED BY A VOTE OF 5-0.**

**8. NEW BUSINESS**

**a. Discussion and action on request from the Route 66 Cruizers Car Club for funding the Halloween Bash**

A request was received from the Route 66 Cruizers Car Club for a \$500 donation to the Halloween Bash on Beale Street. Annually the Route 66 Cruizers have a Trick or Treat event for kids between 4th and 5th Street in Downtown Kingman. The event permit and required insurance is \$500, which is the amount of their funding request so the money they raised can go towards buying candy. **Council discretion. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

**b. Proposed ban on the use of hand held devices while driving a motor vehicle or bicycle**

At the September 1, 2015 Council meeting Richard W. Penwarden asked the Council to consider a ban on the use of cell phones while operating a motor vehicle or bicycle. **Staff is seeking direction from Council on whether to draft an ordinance banning cell phone use while operating a motor vehicle or bicycle. DIRECTION WAS PROVIDED TO STAFF TO DRAFT AN ORDINANCE BANNING HANDHELD DEVICES WHILE DRIVING OR RIDING A BICYCLE.**

**c. Authorization for the purchase of storage building**

The Kingman Fire Department has been conducting an evaluation of its daily operations from emergency response to daily routines and maintenance. An area of priority is the realization of storage space and the allocation of supplies. Given the current configuration of stations and the increase in department responsibilities in both emergency medical services and hazardous materials, the department has realized the need for additional storage space located at Fire Station 2. The department has identified the addition of a temperature controlled insulated con-ex which will be located inside the sight restricted training grounds as the most effective and efficient manner for storage. This will allow for a long term yet temporary solution for department storage and a central location of training equipment and supplies that are both valuable and temperature sensitive. Since the 40' con-ex will be located behind the sight restricted fence and painted a neutral color to not garner any negative attention, the building department has no objections. Presently, Fire Station 2 has two non-temperature controlled con-ex containers located on its premises. In accordance with the City's procurement code, three bids were obtained for this project. The lowest bid was \$6,930.25 from Echo Storage Systems. This project will be funded through the Capital Projects Fund utilizing a portion of the savings from the SCBA Compressor project that was originally budgeted at \$85,000 but incurred an actual cost of \$67,015.90. **Staff recommends Council approves acceptance of the bid from Echo Storage Systems in the amount of \$6,930.25. MOTION TO APPROVE WAS PASSED BY A VOTE OF 5-0.**

9. **REPORTS**

**Board, Commission and Committee Reports by Council Liaisons**

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

*Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.*

**If needed.**

11. **EXECUTIVE SESSION**

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A)(4) TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

**MOTION TO GO INTO EXECUTIVE SESSION WAS PASSED BY A VOTE OF 5-0.**

**a. Golf Course Management Agreement review**

**MOTION TO PROCEED WITH NEGOTIATIONS OF THE GOLF COURSE MANAGEMENT CONTRACT WITH CERBAT GOLF, LLC WAS PASSED BY A VOTE OF 5-0.**

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A)(1) TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

**MOTION TO GO INTO EXECUTIVE SESSION WAS PASSED BY A VOTE OF 5-0.**

**b. City Manager employment contract**

**c. Discussion and/or action concerning the City Manager's employment Contract.**

**MOTION TO DIRECT THE CITY ATTORNEY TO DRAFT AND AUTHORIZE THE MAYOR TO SIGN A TWO YEAR EMPLOYMENT CONTRACT WITH THE CITY MANAGER AT A SALARY OF \$127,500 WAS PASSED BY A VOTE OF 5-0.**

**ADJOURNMENT**

Posted \_\_\_\_\_ by \_\_\_\_\_