



**MINUTES OF REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ**  
THURSDAY, September 19, 2013, TOWN CLUBHOUSE SQUARE, 12033 CLUBHOUSE SQUARE

Call to Order: Mayor LeVault at 7:02 p.m.

Roll Call **Council present:** Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Gustafson, Judy Johnson and June Miller.  
**Staff present:** Town Manager Jeanne Blackman, Town Attorneys Kelly Schwab and Trish Stuhan, Community Development Gregory Arrington, Finance Manager Karen Sypniewski, Public Safety Manager Mike Kessler, Public Works Manager Marty Mosbrucker, Economic Development Manager Gayle Cooper, Library Manager Heidi Speed, and Deputy Town Clerk Stacy Anderson.

**Pledge of Allegiance and Invocation:** Councilmember Miller led the Pledge of Allegiance and Vice mayor Duran offered the Invocation.

**Communications:** Comments, Commendations and Presentations by Mayor, Council Members, staff or members of the public. The Council may not propose, discuss, deliberate or take any legal action on the information presented pursuant to A.R.S. 38-431.02.

**A. Communications from Council**

**Mayor LeVault**

- Town Manager, Jeanne Blackman and I had an opportunity to visit Luke Air Force Base (LAFB) to discuss the future of the F-35 fighter airplanes. The planes will start flying missions in April 2014. This would not have happened without the full cooperation of all of the west side communities to make sure that LAFB is the school for the F-35 training. LAFB staff was impressed with the number of citizens and representatives from the surrounding communities attending the Environmental Impact Study Meetings. Thank you to the citizens of Youngtown for your assistance. LAFB was saved from closure a couple of times because of the citizen's involvement and Town official's cooperation.
- Youngtown is participating in the Scottsdale Verde Exchange on October 8, 2014 on Economic Development & Sustainability of Our Communities. There are 14 communities participating.
- The Commerce Park is moving along. We have worked hard to improve and modernize the infrastructure and the property is now ready to improve the economic development of the Town. This is the biggest economic development project that the Town has been involved in. The first phase of the project will involve 35 acres. We have an MOU in place with APS regarding the use of their property for roads and a parking lot. We have received positive publicity from The Arizona Republic.
- Councilmember Miller
  - Thank you to the Mayor and Town Manager for the trip to the Arizona League of Towns and Cities annual conference in Oro Valley.

**Councilmember Johnson**

- Thank you for the opportunity to go to the conference. I learned a lot at the break-out sessions.

**Councilmember Chittenden**

- I would like to take the opportunity to welcome Town Manager Blackman to her first Council Meeting.
- I feel that the League was the best so far. Thank you to the Town for allowing me to attend.
- The next Dog Park meeting is on Saturday, September 21, 2013 at 9 a.m. at the Methodist Church located at 113<sup>th</sup> and Alabama Avenues.

**Councilmember Gustafson**

- My mother passed away on September 8<sup>th</sup>. Thank you to those who attended the funeral. My husband, Gus, had surgery on the 13<sup>th</sup> and it was a good day for him.

**Councilmember Mello**

- Thank you to our attorneys.

**B. Communications from Staff: Town Manager's Report, Sun City Fire District (SCFD) Report.**

**Town Manager Blackman**

- Thank you to the Mayor, Town Council and staff for your support
- I am serving on the G.A.I.N. Committee. We have put together a sponsor packet for G.A.I.N and our Holiday Event.
- I attended the Mayor's Town Hall in August.

- I am scheduling quarterly meetings with staff and the Agua Fria Ranch HOA to discuss issues
- I went on a ride-along with the Code Enforcement officers and would recommend the Mayor and Councilmembers do the same
- We will have an update on the Court remodel at the next Council Meeting
- I have a department head meeting every 2 weeks

#### Mayor Levault

- For a small town we have a lot going on with such a small staff. We are the lean mean machine. We are establishing a higher profile for our Town and people are beginning to recognize where Youngtown is.

#### Deputy Town Clerk Anderson

- Gave an update on the upcoming G.A.I.N. Event on October 5<sup>th</sup>

#### Community Development Coordinator Arrington

- The department has several items that will be on the agenda at the next Council Meeting.
  - Commercial Parking
  - 2012 Model Codes and International Building Codes
  - Developer Impact Fee Schedule
- Stacy Anderson and I worked very closely with the Maricopa County Assessor's Office in adjusting our monthly reporting for building permits. With the help of Citizen Serve we were able to convey the reporting deficiencies and make adjustments to produce the reports that were needed with the correct information. We were able to send October 2012 through present-day reports successfully.
- There has been no P&Z activity since the last meeting
- The Community Outreach Department of MCSO, Town Manager Blackman and I will work together to establish some new Community Outreach programs for the Town.
- Reported on the Box City Event at the upcoming G.A.I.N. Event.
- Councilmember Miller and I have been working on a Citizens' Academy for the Town. We will have a draft to you at the next Council Meeting and hope to roll it out the first week in January 2014.

#### Public Safety Manager Kessler

- Reported on the August statistics of the department
  - Issued 156 courtesy notices of violations
    - 110 notices have been resolved voluntarily
    - 4 criminal citations issued
    - 6 vacation watches
    - 25 resident/community assistance requests
- Has been performing traffic control in the morning for Discover U
- The department is working closely with Parks & Sons and focusing on trash pickup, etc.

#### Public Works Manager Mosbrucker

- Reported on the closing of the first quarter with the reduced workforce. He is pleased to report that he has two great employees with good work ethics.
- In August the Town experienced a microburst. It damaged the shade structures at Maricopa and Schliefer Parks. These shade structures will be replaced the first week in October

#### Economic Development Manager Cooper

- Reported that the Town had 83 Storefront businesses one year ago and currently has 118 Storefront businesses. There are 23 Home Based businesses and 250 Transient businesses.

#### Library Manager Speed

- Reported that the Library had a very successful Summer Reading Program with an improvement from last year in the amount of books read
- Starting this fall the Library will be collecting non-perishable food for a food drive to benefit the Valley View Food Bank
- Met with the Maricopa County Library Council
- The Friends of the Library's next meeting will be Friday, September 20<sup>th</sup> at 9 a.m.
- The Book Club will be moving their meetings to the Library. Meetings are held every 3<sup>rd</sup> Friday of the month and are open to anyone who would like to participate
- Thank you to the Public Works crew, especially Charlie Jansen, who created a tool to fix the dents in the filing cabinets
- The Library is now open on Thursday evening until 7 p.m. The average count of patrons for the evening is 17. The first night was 13 patrons and tonight's count was 19. The total patrons for the day stands at 70 with 6 new cards issued

**Finance Manager Sypniewski**

- June 30th marked the first full year under the AzMT AZMt Insurance
  - \$1.816 million is deposited in the Trust as of June 30<sup>th</sup>
  - ~~25 medical claims which was under budget~~ Medical claims were 25% under budget
  - ~~35 dental claims~~ Prescription claims were 35% under budget
  - 70% under budget for the Wellness Program
  - ~~\$67,792 cash portion for July~~
- We have had the Town's preliminary audit for financials for year ending June 30th. I will have the numbers for the next Council Meeting. The full audit will be the week of October 7th

**Sun City Fire District (SCFD) Report**

**Fire Inspector Jim Fox**

- The incident response summary for the month of August 2013 was, 1 fire, 60 rescue & EMS incidents, 0 hazardous conditions, 11 service calls, 5 good intent calls and 1 false alarm calls for a total of 78 responses, and a year-to-date of 782. On the prevention side, 4 assembly, 0 educational, 5 health care, detention & correction, 1 residential, 41 mercantile & business, 2 storage and 0 special property & other inspections, for a monthly total of 53 and a year to date of 53.
- Reported that the final inspections for Aurora Village are scheduled for next week. On September 23<sup>rd</sup> the first floor was inspected with no major violations. The parking canopies are installed and up in the parking lot. The shade canopy on the north side of the building should be completed by the end of September. At that time he will issue a temporary C of O. There are 65 total units and there are 47 currently rented.

**Town Manager Blackman**

- Expressed the Town's desire to be kept abreast of the Grand Opening. The Town wishes to participate in all business grand openings in the future.

**5. Consent Agenda:**

**A. Consideration and Action on Meeting Minutes: Work Session Meeting Minutes and Regular Meeting Minutes of July 18, 2013, Special Meeting Minutes of August 8, 2013 and Mayor's Town Hall Meeting Minutes of August 10, 2013**

**Motion to approve Consent Agenda – Vice Mayor Duran**

**Second – Councilmember Miller**

**Motion unanimously passed on a voice vote**

**6. Business**

**A. Presentation Re: Maricopa County Sheriff's Office (MCSO) Badges**

**Town Manager Blackman**

- Introduced Captain Bill Van Ausdal, Commander District III from MCSO

**Captain Van Ausdal**

- Captain Van Ausdal presented Mayor LeVault and Vice Mayor Duran with special MCSO Captain badges

**B. Presentation Re: Councilmember Years of Service Awards**

**Town Manager Blackman**

- Presented Vice Mayor Duran and Councilmember Chittenden the League of Arizona Cities and Towns 8 Years of Service awards

**C. Discussion and/or Action Re: A report on the Village Arts Commission**

**Town Manager Blackman**

- The Arts Commission is asking for approval to host a Recyclable Art Exhibit on November 16<sup>th</sup> and 17<sup>th</sup>. Town Manager Blackman introduced Val Wilson, Arts Commission Chair Member

**Arts Commission Chair Member Wilson**

- Reported that the Arts Commission meetings are the last Thursday of the month at Jack in the Box. Officers were appointed at the last meeting.
- Asked permission from the Council for printing of flyers, brochures and business cards for general use
- Asked permission to host the Recyclable Art Exhibit on November 16<sup>th</sup> and 17<sup>th</sup>. The Recyclable Art Competition will be open to surrounding communities. The exhibits will be taken home at the end of judging. Mayor LeVault agreed to be a judge for the competition. Town Manager will work with the Arts Commission to assist the purchase of ribbons and refreshments up to \$200.00

**Councilmember Mello**

- I think this is a great idea and it is another way to involve the citizens!

**Motion to approve \$200.00 to purchase ribbons and provide refreshments for the Recyclable Arts Exhibit to be held on November 16 – 17, 2013 - Councilmember Johnson**

**Second – Vice Mayor Duran**

**Motion passed unanimously on a voice vote**

- D. Discussion and/or Action Re: Approval of Resolution 13-24 amending Policy and Administrative Guidelines Manual of the Town of Youngtown, Arizona by amending Guideline Number 930 Use of Town and Personal Vehicles, related to the proper use of town vehicles, when personal vehicles may be used to conduct town business, insurance and licensure requirements, providing for repeal of conflicting resolutions; and providing for severability.

Town Manager Blackman

- This is a housekeeping item that is making beneficial revisions to the Town's Policy and Administrative Guidelines Manual

Motion to approve Resolution 13-24 amending Policy and Administrative Guidelines Manual of the Town of Youngtown, Arizona by amending Guideline Number 930 Use of Town and Personal Vehicles, related to the proper use of town vehicles, when personal vehicles may be used to conduct town business, insurance and licensure requirements, providing for repeal of conflicting resolutions; and providing for severability. – Councilmember Mello Second – Councilmember Chittenden

Motion passed unanimously on a voice vote

- E. Discussion and Approval Re: Approval of Resolution 13-24 amending Policy and Administrative Guidelines Manual of the Town of Youngtown, Arizona by amending Guideline Number 930 Use of Town and Personal Vehicles, related to the proper use of town vehicles, when personal vehicles may be used to conduct town business, insurance and licensure requirements, providing for repeal of conflicting resolutions; and providing for severability.

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Second – Vice Mayor Duran

Motion passed unanimously on a voice vote

- F. Discussion and/or Action Re: Approval of Resolution 13-19 adopting a policy related to the use of social media sites, social networking sites, and the Town's website; providing for repeal of conflicting resolutions; and providing for severability.

Town Manager Blackman

- The Town recognizes the value in using social media sites, social networking sites and the Town's website to broaden information and communication regarding government and services and to facilitate citizen involvement

Town Attorney Trish Stuhan

- This resolution would set guidelines and intent for the Town's website as a one-way means of communication from Town departments and staff to members of the public

Town Attorney Schwab

- This means that the Town could post information on Facebook and the public cannot. The Town could post anything that we want from announcements of events to lost dogs

Motion to approve Resolution 13-19 adopting a policy related to the use of social media sites, social networking sites, and the Town's website; providing for repeal of conflicting resolutions; and providing for severability –

Councilmember Johnson

Second – Vice Mayor Duran

Motion passed unanimously on a voice vote

## 7. Call for Executive Session

None

8. Citizens Comments/Apearances from the floor:

Patrick King – 12832 N. 111<sup>th</sup> Drive, Youngtown, AZ 85363

- Expressed his concern about lost dogs. He found 4 lost dogs last week alone. Wanted to know if we could publish on the Town website a page dedicated to lost dog information that the public could post. This may decrease the amount of lost dogs.

Town Attorney Schwab

- The Town could post information on lost dogs but the public could not. Wickenburg currently has a link to the Maricopa County Animal Control.

Councilmember Miller

- Maybe we could put up a board at the dog park for the public to post lost dog information

Nell Jones – 11335 W. Tennessee #104, Youngtown, AZ 85363

- She shared her concerns with the taxi fare that Discount Taxi charges her. She is ADA certified and because she lives in Youngtown they charge her \$4.00 per fare. Residents in towns in the surrounding area are charged only \$1.00 per fare

Mayor LeVault

- Directed staff to look into the fare charged by Discount Taxi and see what the town has allocated and what has been used. Staff to report back to Mrs. Jones
- Would like the item placed on the agenda for “Future Agenda Items”

Councilmember Chittenden

- Would like staff to look into the current Ordinance regarding noise levels

9. Future Agenda & Meetings:

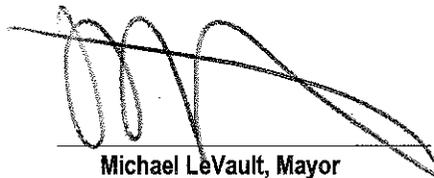
- A. There may be discussion of whether to place an item on a future agenda and the date, but not the merits of the item.
- B. Announcement of next Regular Meeting: Thursday, October 3rd, 2013 at 7:00 p.m.

Adjournment

Motion to adjourn – Councilmember Mello

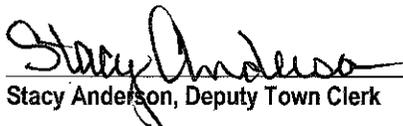
Second – Councilmember Miller

Meeting Adjourned at 8:46 p.m.



Michael LeVault, Mayor

Attest:



Stacy Anderson, Deputy Town Clerk

Minutes approved at October 4, 2013 regular meeting.