



MINUTES OF WORK SESSION OF THE COMMON COUNCIL OF YOUNGTOWN, AZ

THURSDAY, October 20, 2011, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

Mayor1. Call to Order Mayor LeVault called the meeting to order at 7:02 p.m.

2. Roll Call Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Oglesby-Gustafson, Susan MacKay and Judy Johnson.
Staff present: Town Manager Lloyce Robinson, Town Attorney Michelle Swann, Police Chief Terry McDonald, Finance Officer Jackie Hoffman, Public Works Manager Jim Fox, Programs Projects Grants Manager Mark Hannah, and Town Clerk/Treasurer Letty Goldberg.

3. Business

A. Discussion Re: Recommending adoption of a new park fee structure, setting fees to be collected and charged for reserving town parks. (HANNAH)

PPG Manager Hannah

- Council recently approved the Ordinance establishing new park rules for all of the Town's parks. Staff is asking for a consensus from Council to proceed with a Resolution regarding rental of park facilities and setting of fees for those rentals.

Public Works Manager Fox

- Administrative staff at Town Hall would take the applications and collect the fees. Applications would then go to the Public Works Manager for setup arrangements. Keys to the restrooms would be made available with a key deposit. Key holder would be responsible for the condition of the restrooms. Currently we have two sports groups renting Uribe Park for practice. The restrooms are locked but they have the key and the restrooms are under their control during their use. Public Works staff clean the restrooms at 6 a.m. and document the condition they found them in.

PPG Manager Hannah

- I would recommend that the policy continue to allow the Public Works Manager to negotiate fees for use of Uribe Park as a practice field. Last year we did a cost analysis of use of the field, restrooms, and field lights. \$400 per month for two nights per week covers the costs of the maintenance of the field and use of the lights and restrooms from dusk to 9:30 p.m.
- The Town is partnering with a local church to provide an afterschool program at Uribe Park. This should be allowed to continue.

Mayor LeVault

- Council would like to discuss this topic again at a work session on November 17. Fees should cover costs.

Councilmember Mello

- Please check with Litchfield Park and Avondale as to the fees they have for reserving their parks.

B. Discussion Re: Recommending adoption of new clubhouse rules. (HANNAH)

PPG Manager Hannah

- The Park Rules ordinance that was passed recently defines facilities broad enough to include the Clubhouse. Do you want rules specific to the Clubhouse? Rules as to who was eligible to use the Clubhouse were changed to allow a church to use the Clubhouse that does not have Youngtown residents on its board.

Councilmember Johnson

- We definitely need rules and regulations for use of the Clubhouse.

Mayor LeVault

- Staff is directed to bring this back to the Council at the regular meeting on November 17.

C. Discussion Re: Recommending adoption of new clubhouse fee structure, setting fees to be collected and charged for reserving the clubhouse. (HANNAH)

PPG Manager Hannah

- The fees are based on an hourly rate for use of the Clubhouse. The rates vary for resident, non-resident and commercial renter. There would also be a refundable deposit for leaving the Clubhouse clean and undamaged.

Public Work Manager Fox

- Damage costs would be deducted from the damage deposit. If damage was in excess of the deposit, the renter would be billed for the remainder of the costs of repair.
- In writing contracts for use of the Clubhouse and Kitchen Area it will need to be noted that the kitchen does not meet International Code as a "cooking" kitchen. It is only a "warming" kitchen. Also there would be a problem as to the restrooms if both the Kitchen Area and Council Chambers were rented out separately for the same time. Those using the Council Chambers would have to use the outside restrooms. Also to be considered is that a renter planning a large event might need to rent Greer Park as well.

Councilmember Chittenden

- Would I get my deposit back when I returned the key?

Public Works Manager Fox

- Our plan was to hold the deposit check until the event is over and then return the deposit check to the renter.

Finance Officer Hoffman

- The Town needs to cash the cleaning deposit check. The renter could have insufficient funds or stop payment on the check.

Councilmember Johnson

- I think current clubs like the RV Club and AARP should be "grandfathered" in and not have to pay fees to use the Clubhouse.

Town Manager Robinson

- There is a cost to operating the Clubhouse. Woodcarvers and Painters meet two to three hours every Monday or Tuesday.

Town Attorney Swann

- I am going to have to do some research. This is the first I had heard about "grandfathering" in some groups. I will have to look into that. I'm not sure that you can treat groups differently. It could be that you don't charge for groups that use the facility before 4:30 p.m. and charge groups that use it after 4:30 p.m.

Councilmember Oglesby-Gustafson

- The AARP Chapter 1 Youngtown only charges it members \$5 dues per year. What if someone gets hurt on our property?

Town Attorney Swann

- If someone fell at the Library or attending a Council meeting they could sue the Town, but I wouldn't get hung up on it.

Dr. Kathryn French, resident

- We need a fee structure for using facilities in the parks. In the past we were a Town that could afford to not charge for these services. Without a property tax, that is no longer the case. There could be a fee break for residents and residents should have priority over nonresidents for park reservations. The Town should charge businesses more. They can choose other places to hold their events.

Councilmember MacKay

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Mayor LeVault

- Staff is to return this topic to a Work Session on November 17.

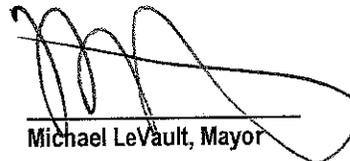
Regular Council Meeting: Thursday, October 20, 2011 immediately following Work Session.

Adjournment

Motion to adjourn – Councilmember Mello

Second – Vice Mayor Duran

Meeting adjourned at 7:49 p.m.



Michael LeVault, Mayor

Attest:



Letty Goldberg, Town Clerk

Minutes approved at the November 3, 2011 Regular Meeting.