



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

THURSDAY, February 2, 2012, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. Call to Order Mayor LeVault called the meeting to order at 6:02 p.m.
2. Roll Call Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers, Dorena Mello, Shirley Oglesby-Gustafson, Susan MacKay, and Judy Johnson. Councilmember Margaret Chittenden  
Staff present: Town Manager Lloyce Robinson, Town Attorney Michelle Swann, Public Safety Manager Mike Kessler, Finance Officer Jackie Hoffman, Programs Projects Grants Manager Mark Hannah, Public Works Manager/Building Official Jim Fox, Court Administrator Virginia Bermudez, Library Manager Heidi Speed, Town Deputy Clerk Diane Cordova.
3. Business
  - A. Discussion and/or Presentation Re: Potential adoption of a Resolution establishing fees to be collected and charged for reserving facilities at the various Town recreational areas. (HANNAH/FOX)  
PPG Manager, Hannah
    - Staff has researched park rental fee from other communities. The average was non-refundable fees between \$12.00 to \$15.00 for residents and \$15.00 to \$20.00 for non-residents. Staff recommends a refundable deposit of \$200.00. If any damages are discovered the \$200.00 deposit shall be forfeited. Staff recommends that if any key(s) is lost, no less than \$50.00 shall be forfeited.Mayor LeVault
    - Is this a parks only recommendation?Public Works Manager/Building Official, Fox
    - The deposit are non-refundable if damages occur and for lost key.
    - On the weekend, Saturday and Sunday, a bathroom key is given to the responsible individual.
    - The Public Works Department has re-keyed locks on Youngtown buildings. The only one key given to individuals renting the park is the only key that fits into a park restroom lock.PPG Manager, Hannah
    - The field at Uribe Park allows for the Public Works Manager to migrate fees with sport organizations/leagues. The current fee paid of \$400.00 per month is a reasonable fee that covers utilities.Councilmember Mello
    - If we were to re-key locks on these restrooms parks, \$50.00 doesn't seem enough to cover cost and labor.
    - Can we treat one park different from another?Attorney Swann
    - YesPublic Works Manger/Building Official, Fox
    - The Public Works Department can purchase the re-key tools. We have two employees in the department that have the experience in re-keying locks.
    - Presently we have not had a rental restroom key lost.
    - There are no concerns about renting and paying the fees for Uribe Park. We have a waiting list through 2013. The Coaches monitor the restrooms.
    - For Uribe Park with lights is \$400.00 an month and the \$200 is a refundable deposit.
    - Presently Greer Park, Schliefer Park and Uribe Park are being rented out, not Maricopa Lake Park.
    - At the City of Surprise, each park has a display sleeve where a permit can be placed to let others know that the park is reserved. We can do the same in our parks.
    - Churches have to follow the same rules.Councilmember Chittenden
    - They pay \$400.00 a month along with a \$200.00 deposit?
    - We have Greer Park and Schliefer Park, which park is being rented out the most?
    - How does it work for churches?

- We haven't charged a fee before; will \$15.00 for a non-resident be enough?
- Staff already wears a lot of hats. This is an added burden.
- How about not allowing non-residents to rent out parks?

PPG Manger, Hannah

- After researching, staff found the average non-refundable rental fee to be about \$12.00 to \$15.00 the high end rental fee for a non-resident is at \$20.00. We would like council to approve a set fee.
- The current code is set at a \$25.00 refundable deposit. The key comes back and the fee is refundable. We don't collect anything for wear and tear, cleanup or setup.
- We don't anticipate any more requests than what we presently receive.

Mayor LeVault

- Who will be administering this?
- Do we except credit cards and/or checks? How much time, money, and energy are being spent on this process.
- Is there going to be any heartburn on this?
- There has been damage to the restrooms at Uribe Park.

Public Works Manager/Building Official, Fox

- We have a paper trail. Cecilia Casillas, Administrative Assistant, at Town Hall has already been doing this. When someone comes in and rents a park, she makes two copies and hands one to Public Works. After the event, Public Works will go and inspect the park/restrooms. Only Public Works has the authority to sign off and release the deposit.
- I spoke with those whom have rented the parks before and they have no issues.
- Yes, Uribe Park is the most problematic.
- Most park rentals have no setup involved. The Women Health/Pet Pharmacy rents Greer Park without any setup involved. We have AARP having Public Works assisting them with setup; tables and chairs. We are trying to recover our cost by averaging out the setups.
- Reservation for the parks will handle any increases in usage.

Finance Officer, Hoffman

- The \$25.00 that is presently being collected is a refundable deposit. Collecting \$200 will cover the cost of Public Works and administration.

Councilmember Johnson

- This can have an increase of usage adding an increase of revenue to cover our cost for employee time, however I don't think an increase of usage is going to happen.

Town Manager, Robinson

- Reservation on the parks goes to first come first serve.

Mayor LeVault

- Let's bring this work session agenda item back to a regular council meeting for action with hourly rental fees of \$12.00 for residents and \$20.00 for non-residents.

**B. Discussion and/or Presentation Re: Potential rental of Clubhouse facilities and discussion regarding appropriate rental fees and rules of usage. (HANNAH/FOX)**

Town Manager, Robinson

- This discussion agenda item has been tabled before.
- Looking at the usage analysis worksheet, we only have two major setups; AARP and Agua Fria Ranch (AFR) Homeowners Association (HOA). The kitchen area setup as is right now always remains the same. There is no impact on staff, as the other listed organizations.
- The Visionary Committee, nine months ago researched charging a fee for clubhouse usage. There is no profit to be made. The liability is greater to rent to a larger scope of users.
- Resolution 11-02 was the original usage rules and regulations for the Clubhouse. To pursue a broader allowance for usage, staff presented and Council approved Resolution 11-29, which repealed all provisions in Resolution 11-02 Staff recommends that Council consider Resolution 12-05, which reverts to the usage outlined in Resolution 11-02 with the added provision that Public Works Manager determines reserving and scheduling and not establish a rental structure to collect rental fees. The Town Manager is a hearing officer should there be a dispute.
- Must be an eligible organization.

Mayor LeVault

- Go back to how we use to and not charge an organization? No rental to outsiders and the organization has to have a board?
- No currents clubs will be shut out, correct? We want the enhancement of the community.

Councilmember Johnson

- It doesn't say you have to have a board.

Councilmember Mackay

- It does say non-profit.

Councilmember Chittenden

- Here is a handout from AARP with future suggestions. (see attachment) Some of the suggestions are to rent to outsiders; charge an hourly rate; have maintenance personnel on site.

Councilmember Gustafson

- I know how to save money; don't keep the thermostats so low.

Mayor LeVault

- Let's also bring this discussion agenda item back to the February 16, 2012 regular Council Meeting for action.

Citizen Comment

Youngtown Resident, Trolen

- I agree with Council's stand.

Adjournment.

Motion to adjourn – Councilmember Mello

Second – Vice Mayor Duran

Meeting adjourned at 6:40 p.m.



Michael LeVault, Mayor

Attest:



Diane Cordova, Deputy Town Clerk

Minutes approved at the February 16, 2012 Regular Meeting.