



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

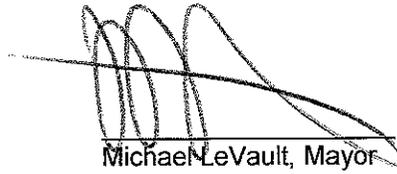
THURSDAY, SEPTEMBER 6, 2012, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. Call to Order Mayor LeVault called the meeting to order at 7:32 p.m.
2. Roll Call: Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Shirley Gustafson, Susan MacKay, and Judy Johnson. Absent Councilmember Dorena Mello.
Staff present: Town Manager Lloyce Robinson, Town Attorney Kelly Schwab, Public Safety Manager Mike Kessler, Public Works Manager Jim Fox, Programs Projects Grants Manager Mark Hannah, Library Manager Heidi Speed, Town Clerk/Treasurer Diane Cordova.
3. Business
 - A. Discussion Re: Council Consideration to establish Council Financial Principles.
Town Manager Robinson
 - I commend Council, you all are fiduciaries, and policy makers. As stewards of the Town's finances accountable to the residents of Youngtown, there is an obligation to assure financial principles. We have worked as a team for six years and we have been a very conservative financial team. In your Council packets are several examples from other municipalities on financial principles. Many other municipalities have operating revenue set aside. I recommend setting up guidelines based on financial principles for Youngtown. Once a financial principle is adopted it becomes policy. I am seeking direction and ideas from Council. My question to Council: does Council want to establish and adopt a Financial Principle Policy? No action is needed at this time. This agenda item is for discussion only. Several work sessions can be scheduled and conducted before pursuing action on this agenda item. If Council consensus, we can return the topic for a Council Work Session and/or Meeting.
 - Mayor LeVault**
 - Is there a consensus from Council tonight to codify the information received from staff into a set of guidelines for a financial principle policy that will be customized for Youngtown? We need to calculate a rainy day fund. Council needs to bring back ideas to staff. Deadline for submitting ideas is September 24, 2012 and work session to be scheduled for October 4, 2012.
 - Councilmember Chittenden**
 - We can't afford to lose ground on all the hard work we have accomplished thus far. A financial policy will protect Youngtown. However, if another Council comes on board, they can overturn the policy.
 - I liked the example from the City of Buckeye.
 - Town Manager Robinson**
 - Having a policy in place will help deter another administration and /or management staff to overturn policy.
 - Councilmember MacKay**
 - I think this is a great idea, having a financial principle policy in place. I do favor the example given to us from the City of Buckeye's as well; it appears to very concise and simple.
4. Public Comments

None

Adjournment.

**Motion to adjourn – Vice Mayor Duran
Second – Councilmember Mackay
Meeting adjourned at 7:47 p.m.**



Michael LeVault, Mayor

Attest:



Diane Cordova, Town Clerk

Minutes approved at September 20, 2012 regular meeting



MINUTES OF REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ

THURSDAY, September 6, 2012, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. **Call to Order** Mayor LeVault called the meeting to order at 6:34 p.m.
2. **Roll Call** Council present: Mayor Michael LeVault, Vice Mayor Duran, Councilmembers Margaret Chittenden, Judy Johnson, Susan MacKay, Shirley Gustafson. Absent: Councilmember Dorena Mello.
Staff present: Town Manager Lloyce Robinson, Town Attorney Kelly Schwab, Finance Officer Jackie Hoffman, Public Safety Manager Mike Kessler, Library Manager Heidi Speed, Public Works Manager/Building Official Jim Fox, Programs/Projects/Grants Manager Mark Hannah, and Town Clerk/Treasurer Diane Cordova.
3. **Pledge of Allegiance and Invocation:** Councilmember MacKay led the Pledge and Vice Mayor Duran offered the invocation.
4. **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. Communication from Council

Mayor LeVault

- The unveiling of art work along with the black and white striped awnings softens things and adds an attractive look, it sparks pride.
- The Fire-flow project is almost completed. This project is a substantial improvement for the Town. I appreciate Staff for their diligence. This project was supposed to be a four year project, has now been completed in two years.
- The next Mayor's Town Hall Meeting is scheduled for Saturday, September 15, 2012 at 9:00 a.m. at the Clubhouse.

Councilmember MacKay

- I want to say "Thank You" to Council and staff for all the support; it's nice to be back.

Councilmember Chittenden

- The Sun City's Liberty Bell Recreation Center will be hosting a 9-11 ceremony.
- A Citizens Dog Park committee meeting is scheduled for Saturday, September 15, 2012 at 9:30 a.m. at the Youngtown Methodist Church, 113th Avenue and Alabama.

Town Manager Robinson

- The July 2012 financial report has been completed and distributed. We follow an accrual accounting practice by estimating revenue. The state is two months behind in providing revenues. Expenditures are current in the month reported. So, we operate with delayed revenue and actual expenditures.
- Fire-flow continues to be the main focus. Cost has increased due to not having written plot plans on where water pipes lay.

Library Manager Speed

- The Library has started its Fall can food drive early. Each donated can is valued as \$1.00 to reduce a Library fine.
- The Friends of the Library will be hosting a Fall Festival Saturday, October 27, 2012 8:00 a.m. to 2:00 p.m.

Public Works Manager Fox

- We found that the amplifier for the Clubhouse microphone sound system was blown as we were preparing for the council meeting.
- I will speak in more detail regarding the progress of the Fire Flow project on the agenda item, but we are 1 ½ to 2 weeks from completion.

5. **Consent Agenda**

- A. Consideration and Action on Meeting Minutes; Minutes Regular Council Meeting of July 19, 2012

Motion to approve Consent Agenda – Councilmember Johnson
Second – Vice Mayor Duran
Motion passed on a voice vote

6. Business

- A. Discussion and/or Action Re: Resolution 12-20 of the Common Council of the Town of Youngtown, Arizona, authorizing the Mayor to execute a DEVELOPMENT AND REHABILITATION/REDEVELOPMENT AGREEMENT with Englewood Development Company, Inc., an Indiana Corporation, and Aurora Village, L.P., an Arizona Limited Liability Partnership related to the Rehabilitation of certain property in the Youngtown Redevelopment area and target area as Senior Affordable Housing; and providing for repeal of conflicting resolutions.

Town Manager Robinson

- Aurora Village/ Englewood has provided a site plan for a senior affordable housing development on 113th Avenue and Nevada. Englewood Development is known as the developer of two well-maintained and successful projects similar to the planned Aurora Village; Riverbend I and Riverbend II. Staff is recommending Resolution 12-20 executing a development and Rehabilitation/Redevelopment Agreement with Englewood Development Company, Inc. Englewood has received funding approval from the AZ Department of Housing. The only change is the legal description that we received too late for placement in your Council books. This agreement is a financial arrangement of a secure loan in the amount of \$120,000 that will span ten (10) years at a 5.5% interest rate. The amortization schedules clearly explain the maximum expected interest to be derived from the \$120,000 load to Englewood. This is a good, sound financial advantage for the Town even though it will have to extend for 10 years.

Nick Surak, Englewood Development

- One of the ways we scored high on points and secured funding was because of this municipality, the Town of Youngtown, supporting us financially (\$120,000 agreement to partner with the loan) ; for this we express our highest gratitude. The Town will also benefit with permit fees being collected and also rental revenue that will be generated yearly.

Councilmember Chittenden

- Is the first payment in July 2014 principal and interest?

Town Manager Robinson

- The first payment in November 2012 will only be interest then in July 2014 the loan will amortize by which principal and interest will be collected.

Motion to approve Resolution 12-20 of the Common Council of the Town of Youngtown, Arizona, authorizing the Mayor to execute a DEVELOPMENT AND REHABILITATION/REDEVELOPMENT AGREEMENT with Englewood Development Company, Inc., an Indiana Corporation, and Aurora Village, L.P., an Arizona Limited Liability Partnership related to the Rehabilitation of certain property in the Youngtown Redevelopment area and target area as Senior Affordable Housing; and providing for repeal of conflicting resolutions.– Councilmember Chittenden

Second – Councilmember Gustafson

Motion passed with a voice vote

- B. Discussion and/or Action Re: Approval of Change Order #2, for B&F Contracting relating to the Fire Flow Project Phases 2, 3, 4, allowing for additional work and materials for the completion of the waterline in the amount of \$37,824.54.

Public Works Manager, Fox

- This is change order #2 for the fire-flow project phases 2, 3, 4 modifying for labor and materials. There have been numerous unforeseen situations arise including existing waterline not in locations as marked, existing waterlines too shallow for looping the tie-ins, existing waterlines too small for adequate fire-flow volume, additional utilities in the way where dipping under utilities is required. Ten additional valves have been added to the system. There has been days where eight hours have been spent looking for water lines. We did negotiate with B&F Contractors splitting the labor cost in half.

Councilmember Chittenden

- Is that why Baptist Village had no water?

Public Works Manager, Fox

- Yes, that is why additional shutoff valves are being placed so when a waterline needs to be shut off, it doesn't shut off an entire section of Town.
- Out of the 18,000 feet of pipe, 14,000 feet of pipe has been completed. We have three functioning hydrants. There are yet inspections to be completed on all the other hydrants.

Mayor LeVault

- We are working with 60 year old water lines. The codes back then were very lax. We have 4" waterlines where 6" waterlines are now required. This is a major improvement for the Town. The entire fire-flow system will now have integrity.

Town Manager Robinson

- If I may add, the Town has saved lots of money on having Jim Fox our Public Works Manager completing all the inspections on the fire-flow project.

Motion to approve Change Order #2, for B&F Contracting relating to the Fire Flow Project Phases 2, 3, 4, allowing for additional work and materials for the completion of the waterline in the amount of \$37,824.54. – Vice Mayor Duran

Second – Councilmember MacKay

Motion passed with a voice vote.

10. Response to Call to the Community

Response to comments by George Ehmer, at the July 19, 2012 Regular Council meeting regarding basketball courts.

Town Manager Robinson

- We did some research and received two quotes on the cost of resurfacing the basketball courts; \$11,000 to \$12,000. Currently, there is no money in the budget to cover this cost. We would have to hire a sub-contractor to complete this project.

Public Works Manager, Fox

- Our staff is not experienced nor do we have the equipment to resurface basketball courts. Staff has on numerous occasions poured muriatic acid to etch up and clean up the courts to help cut down on such a slippery surface; this however is not a permanent solution. We did find at Schliefer Park that sprinkler heads were wetting the courts; the sprinkler heads have been re-directed. Also the lights at Uribe Park have been repaired.

Mayor LeVault

- I met with George Ehmer and explained that our current major project is the fire-flow project. Once completed, we would be able to shift our attention to other projects. The basketball hoops are yet to be placed at Schliefer Park. The courts are used a lot. It does provide an outlet for our youth. I did notice the repair on the lights at Uribe Park. Maybe we can get development fees collected from Agua Fria Ranch to pay for some upgrades and repairs.

Town Manager Robinson

- Yes we can have Agua Fria Ranch fees pay for repairs and upgrades. We have to make sure it is correctly disbursed according to prior practice, which is state law though the fees are not development impact fees.

Town Attorney Schwab

- We will look into it.

Councilmember Johnson

- The courts are that slick, even after etching it with muriatic acid?

Public Works Manager

- In my opinion, staff has tried to slide on the court and we don't slide. I'm not saying that there aren't any slippery areas on the court, however at this moment it is not an emergency situation.

Vice Mayor Duran

- I would say that the courts are pretty bad, very slick. I've seen sand and rocks on the basketball courts. I stopped some young men who had been playing and they said it is slick.

Public Works Manager, Fox

- Yes, due to the sand volleyball court next to the basketball court at Schliefer Park, there is sand on the courts. Our Public Works employee in charge of Parks oversees all the parks on a daily basis. He does sweep off sand on the courts daily.

Councilmember Chittenden

- Is this resident the only one who is complaining about the basketball courts?
- For the record, which I would like it to be in writing, Mr. George Ehmer came to my back gate at my home and became very threatening and was very hostile towards me.
- Town Manager Robinson, have you sent him a written response to his complaint?

Town Manager Robinson

- I will be sending a written response.

Mayor LeVault

- Is there any grant monies being awarded for parks?

Program, Projects, Grants Manager Hannah

- I've only seen grant money awarded to the Northern Eastern States. A few in the State of California but not in Arizona.

4. Communications

Maricopa County Sheriff's Office (MCSO) Report, Sun City Fire District Report (Report Attached)

Lt. Ken Booker (MCSO) (July and August Reports Attached)

- For the month of August, there were at total of 486 situations; 263 were Deputies incidents and 223 were citizen's request for service. There were 2 assault crimes; 28 public disorderly crimes; 3 drug and alcohol crimes; 1 forgery and 1 fraud crime and 77 traffic citations.

Mayor LeVault

- I hear nothing but compliments on Maricopa County Sheriff's Office (MCSO). You are doing a great job.

Councilmember Gustafson

- I am very pleased to see MCSO patrolling around Town.

7. Call for Executive Session

None needed

8. Future Agenda & Meetings:

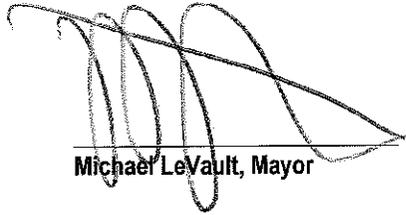
Announcement of next Meeting: Thursday, September 20, 2012, Work Session at 6:30 p.m. and Regular Meeting immediately following.

9. Response to Call to the Community

None

Adjournment.

**Motion to adjourn – Councilmember MacKay
Second – Councilmember Johnson
Meeting adjourned at 7:32 p.m.**



Michael LeVault, Mayor

Attest:



Diane Cordova, Town Clerk/Treasurer

Minutes approved at September 20, 2012 regular meeting