



MINUTES OF REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ
THURSDAY, January 17, 2013, TOWN CLUBHOUSE SQUARE, 12033 CLUBHOUSE SQUARE

Call to Order: Mayor LeVault at 6:34 p.m.

Roll Call Council present: Mayor Michael LeVault, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Gustafson, Susan MacKay and Judy Johnson. Absent: Vice Mayor Jack Duran.
Staff present: Town Manager Lloyce Robinson, Town Attorney Phyllis Smiley and Trish Stuhan, Finance Officer Jackie Hoffman, Grant Writer Paula Moloff, Public Safety Manager Mike Kessler, Public Works Manager/Building Official Jim Fox, Deputy Town Clerk Stacy Anderson, Town Clerk/Treasurer Diane Cordova.

Pledge of Allegiance and Invocation: Councilmember Johnson led the Pledge of Allegiance and Councilmember Mello 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.

B. Communications from Staff: Fire Department Report (attached)

Town Manager Robinson

- Our Public Works Manager/Building Official, Jim Fox has submitted his letter of resignation. He has taken on a position with the Sun City Fire Department as Fire Marshal. I want to thank Jim for handling the Fire Flow Project with a firm hand and critical eye; coordinating the now equally infamous Library Remodel project; teaching and training the public works crew in aspects of concrete forms, taking down huge trees; for manning the Town events; and Jim, for being the steady, soft spoken mannerly influence. You are going to be missed.

Public Works Manager/Building Official Fox

- I have enjoyed working with you and the Youngtown staff, elected officials and the general public. I believe during my tenure, we have made significant improvements to the Town, both in physical projects and in the processes and management systems.

Councilmember Johnson

- We have big shoes to fill.

Councilmember Chittenden

- You have taught us alot Jim. You have always been patient and you never got upset; you are going to be missed.

Councilmember Mello

- Just your vast knowledge; you are going to be missed.

Councilmember Gustafson

- You are a wonderful person Jim; you will be missed; Sun City Fire Department is getting a good guy.

Town Manager Robinson

- Just a reminder for council, Financial Disclosure forms are due by January 31, 2013.
- Village Report deadline is this Friday, January 18, 2013.
- Monday is MLK – Martin Luther King Holiday, Administrative Offices are closed.
- New personnel, Finance Manager, Karen Sypniewski will start on Wednesday, January 23, 2013.
- Northwest Valley Transit System Meeting will be held in the Clubhouse on January 29, 2013 at 7:00 p.m.
- The Youngtown Government Public Sale is Saturday, February 9, 2013 from 8:00 am to noon.
- The Annual Town Cleanup is also Saturday, February 9, 2103 Park Works Yard from 8:00 a.m. to 4:00 p.m.
- AARP Health Fair is scheduled for Saturday, February 16, 2013 in Greer Park from 9:00 a.m. to 2:00 p.m.

Surprise Chamber of Commerce Director of Operations Ab Jackson

- In behalf of the Surprise Chamber of Commerce I am here to present this plaque to Mayor LeVault for his service as a board member.

Public Safety Manager Kessler

- Our Court Officer, Wayman Symth has received training for the use of a Taser. The other two code enforcement officials have already completed their training.

Public Works Manager/Building Official Fox

- The Library Project is on schedule. We did have to grind the floors to level them off for the plank style flooring.

- The Aurora Village Project has been pouring concrete on their post-tension footings; inspection to be completed next week and framing will start.

Economic Development Manager Cooper (website picture attached)

- I've had a couple of client meetings this week.
- The website is coming along, here is a picture of the front page. It will be easier to use; concise and informative.
- I have new business cards, they are to coordinate with the marketing package.

A. Communication from Council

Mayor LeVault

- I attended a meeting with WestMarc where I heard Governor Jan Brewer give her State of the State Address.

Councilmember Chittenden

- There will be a Dog Park Committee Meeting Saturday, January 19 at 9:30 a.m. at the Methodist Church. The next schedule meeting will be Feb 2, 2013. We have moved our checking account to another bank due to the monthly fees we were being charged.

5. Consent Agenda:

A. Consideration and Action on Meeting Minutes: Regular Meeting Minutes of January 3, 2013

Motion to approve Consent Agenda - Councilmember Chittenden

Second – Councilmember Gustafson

Motion passed on a voice vote

6. Business

A. Discussion and/or Action Re: Approval of Resolution 13-01 authorizing the Town to submit an application for Community Development Block Grant (CDBG) for renovation to the Youngtown Shopping Plaza in an amount not to exceed \$250,000.
Town Manager Robinson

- This grant application will provide an opportunity to renovate one of our older shopping centers. The scope of work will be landscaping of both front and rear of building, elevation facing Youngtown Avenue, placing in monument signage and parking lot improvements. Jubilee Parish are the owners of this commercial property. They plan to occupy five suites for their church. The grant application does make reference to economic development, in whereas there must be 10 jobs by 2016. I spoke with Carl Morgan and his reply via email was that the Town liability is fairly low. The owners of the property must first put in \$100,000 of interior renovation before the Town can spend for the exterior. Staff is requesting council's approval to apply for CDBG grant for the renovation to the Youngtown Shopping Plaza.

Mayor LeVault

- We are applying for funds to the exterior of this building?

Economic Development Manager Cooper

- Yes, exterior only.
- The total price of the sale was \$480,000; Jubilee Parish place \$120,000 cash towards the purchase. They are a big church, they are worldwide, part of the Redeemed Christian Church of God. We have great plans for the exterior of this building. We would like to place window awnings at the back of the building facing Youngtown Avenue and hopefully plant trees in the parking lot.
- The new owners have given a 30 day notice to the business owner of New Trend Auto & RV's, Mr. Fred Hansen, regarding the removal of the motor homes parked in their parking lot.

Councilmember Johnson

- Are you saying that the owners will have to spend \$100,000 on the interior before we do anything on the exterior?
- So the motor homes will finally be gone?

Councilmember Mello

- There are some hiccups; Carl Morgan is working through the issues. This is a win-win for Jubilee Parish. The Town has very little risk factor. This project will take care of a present eye sore.

Councilmember Chittenden

- CDAC is now economic development driven.
- Aurora Village is coming along and soon we will have more residents.

Grants Writer Moloff

- We will need to get written agreements from Jubilee Parish and their loan documents before the February 8, 2013 application deadline.

Motion to approval Resolution 13-01 authorizing the Town to submit an application for Community Development Block Grant (CDBG) for renovation to the Youngtown Shopping Plaza in an amount not to exceed \$250,000.

Councilmember Johnson
Second – Councilmember Mello
Motion passed on a voice vote

- B. Discussion and/or Action Re: Approval of Resolution 13-02 authorizing the Town to submit an application to the Community Development Block Grant (CDBG) for the Community Garden of Youngtown in an amount not to exceed \$20,000.

Town Manager Robinson

- Back in 2011 Council gave direction and approved a rezoning on a residential parcel on 114th Drive, to Open Space to accommodate a community garden. Once again I spoke with Carl Morgan on what the liability would be for the Town. The liability to the Town would be the \$5,000 that would be paid out to a citizen supervisor to supervise the community garden. A committed family of low to moderate income; documentation will need to be maintained. We need someone that will be in charge of the community garden but also be compensated. We will also need six committed families for the six beds; each bed would be rented out for \$25.00.

Mayor LeVault

- What happens if the community garden does not continue in a year after the grant has been awarded?

Grants Writer Moloff

- The property will have to go back to an open space, like a community park. City of Glendale had a similar situation, it's now call Serenity Park.

Councilmember Johnson

- We need documentation on six families and proof of their income before we can submit the application?
- Who pays for the water?
- I visited three neighbor gardens; City of El Mirage, Surprise and one in Sun City Grand.

Grants Writer Moloff

- No, the property site can only fit six families for the six beds.
- We can do educational classes such as eating healthier.

Councilmember Mello

- CDBG has a requirement that funding is based on low to moderate incomes. We can use this as part of an educational portion such as "Gardening." This is a start, the amount we are asking for is obtainable. I know of the Tiger Foundation that started a community garden in South Phoenix. Having one in Youngtown will prove to be beneficial. In South Phoenix, known gangsters and grandmothers get together once a month and have bar-b-ques. The community garden created a safe haven and was well protected. Pride and ownership was developed. A community garden brings in many elements; social events, brings the community together; brings young and old together.

Motion to approval Resolution 13-02 authorizing the Town to submit an application to the Community Development Block Grant (CDBG) for the Community Garden of Youngtown in an amount not to exceed \$20,000.

Councilmember Councilmember Mello

Second – Councilmember Gustafson

Motion passed on a voice vote

- C. Discussion and/or Action Re: Approval of Resolution 13-03 authorizing the Town to submit an application to the Community Development Block Grant (CDBG) for the Youngtown Peoria Avenue Realignment Project in an amount not to exceed \$179,000.

Town Manager Robinson

- CDAC approved back in February 2012 to fund \$179,000 with Small Cities Transportation Assistance Program (SCTAP) Funds, however, the County Attorney denied approval of this funding. The Town does not have sufficient funding to complete construction of the project. Total projects costs \$474,030; construction costs are estimated \$366,330. Town has budgeted \$200,000 in local funds and is using \$111,000 in Street Transportation Program (STP) funds for the design in FY 2013. We are asking approval from council to submit a grant application in the amount of \$179,000 for the Peoria Avenue Realignment Project.

Councilmember Mello

- There is a new federal mandate that an archaeological study must be completed.

Motion to approve Resolution 13-03 authorizing the Town to submit an application to the Community Development Block Grant (CDBG) for the Youngtown Peoria Avenue Realignment Project in an amount not to exceed \$179,000.

Councilmember Chittenden

Second – Councilmember MacKay

Motion passed on a voice vote

- D. Discussion and/or Action Re: Approval of Resolution 13-04 amending Policy and Administrative Guidelines Manual of the Town of Youngtown, Arizona by amending Policy 600 Attendance and Leave subsection C.2 to provide prorated vacation leave for exempt employees hired after the start of a fiscal year; providing for repeal of conflicting resolutions; and providing for severability.

Town Manager Robinson

- This is a revision to clarify "prorated vacation leave" for exempt status employees. The current policy directs 120 hours awarded to an exempt employee on July 1st annually, but if same employee is hired post-July 1st, then there needs to be a provision to allow awarding the appropriate amount of hours for the remainder of the fiscal year which ends on June 30.

Motion to approve Resolution 13-04 amending Policy and Administrative Guidelines Manual of the Town of Youngtown, Arizona by amending Policy 600 Attendance and Leave subsection C.2 to provide prorated vacation leave for exempt employees hired after the start of a fiscal year; providing for repeal of conflicting resolutions; and providing for severability. – Mayor LeVault

Second – Councilmember Mello

Motion passed on a voice vote

7. Call for Executive Session

None

8. Citizens Comments/Apearances from the floor:

Kathryn French, Resident of Youngtown

- In our previous meetings regarding the community garden, we had 22 individuals show up and on another meeting we had 18 individuals attend. I'm not too sure where the idea of six families came from. I think we just need a multi group to come together. I am in support of a community garden, it's a great idea. I would like to make a suggestion that when writing the grant, write the word landscaping ties instead of railroad ties.

Mike Fehlig, Resident of Agua Fria Ranch

- I understand that the property has to be city property; would the Town commit to a second and perhaps a third community garden in the future? Will the Town be able to submit for grant money to continue with the community garden?

June Miller, Resident of Youngtown

- First of all I would like to thank Jim Fox for the Fire Flow Project. I appreciate what you did for the Town.
- Are You Okay (RUOK), this is for individuals that don't have anyone to check up on them. Mayor I didn't know we had this available in Youngtown. Town Manager Robinson gave me the information and the information has been available at Town Hall and has been in the Town's website and placed in the Village Reporter. If someone would like to participate in this telephone reassurance program called "RUOK" there is an application that needs to be submitted to MCSO. This service is then provided without charge. They will then set a specific time to call you. The program offers peace of mind knowing that should a resident be unable to answer the daily phone call, assistance is available to get the attention that they may need. I will make sure that this gets advertised in the Daily News Sun and the Independent.

Andy Cepon, Surprise Lions Club Director of Community Relations

- I am here to invite the Mayor, Council and staff to the Lions Club Outdoor Bar-b-que on January 26, 2013 10-4 p.m. Proceeds go to the West Valley Child's Crisis Center.

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, February 7, 2013 at 7:00 p.m.

Adjournment

Motion to adjourn – Councilmember Mello

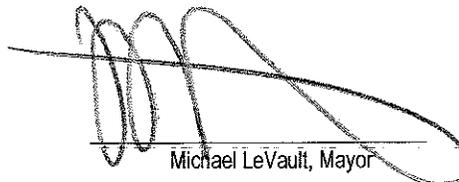
Second – Councilmember Johnson

Meeting Adjourned at 7:59 p.m.

Attest:



Diane Cordova, Town Clerk/Treasurer



Michael LeVault, Mayor

Minutes approved at February 7, 2013 regular meeting.