

**SUMMARIZED MINUTES OF THE TOWN OF COLORADO CITY COUNCIL  
MEETING HELD MONDAY, FEBRUARY 10, 2020, AT 25 SOUTH CENTRAL STREET,  
COLORADO CITY, ARIZONA**

Meeting was called to order at 6:00 p.m. by Mayor Joseph Allred.

Roll call showed present: Mayor Joseph Allred, Vice-Mayor Anthus Barlow, and Council Members Alma Hammon, Ralph Johnson, Donald Richter, Joanne Shapley, and Jeffery Jessop.

**MINUTES**

The minutes of the January 13, 2020 regular meeting were presented with no corrections noted.

**Motion was made by Donald Richter to approve the corrected minutes of the January 13, 2020 regular meeting. There was a second from Jeffery Jessop, and all voted in favor.**

**PUBLIC COMMENT/INFORMATIONAL SUMMARIES**

Mayor Joseph Allred said he would like to compliment the Council for their good attendance to the meetings.

**MOTION FOR EXECUTIVE SESSION TO BE HELD MONDAY, MARCH 16, 2020, AT 5:30 P.M. FOR DISCUSSION AND CONSULTATION WITH LEGAL COUNSEL FOR LEGAL ADVICE IN ACCORDANCE WITH ARS 38-431.03.**

Mayor Allred informed the Council that our District Representative Paul Gosar will be coming to host a Town Hall meeting on the evening of March 16, 2020. Mayor Allred suggested that the Town Council meeting be held a day later or on the previous Monday. It was recommended to move the meeting up a week to Monday, March 9, 2020 to be held at the regular time.

**Joanne Shapley made a motion to set an executive session in advance to discuss pending or contemplated litigation, claims and demands to be held Monday, March 9, 2020, at 5:30 p.m. in Accordance with ARS 38-431.03(A)(3)(4) for discussion and consultation with legal counsel for legal advice and/or for negotiations. The motion was seconded by Alma Hammon and passed unanimously.**

**PENDING OR CONTEMPLATED LITIGATION, CLAIMS AND DEMANDS**

None

**DEPARTMENT REPORTS**

**Airport**

Airport Manager Ladell Bistline Jr. reported they had 290 operations in January. He said they are moving forward with the fencing project and also working on the mowing and maintenance.

**Building**

Building Official Andrew Barlow reported he has done half a dozen plan reviews. He said he attended a training on HUD regulations for modular homes as there seems to be quite a lot of interest in modular housing. He noted that we need to get both of the CDBG projects going, which

are Mohave Ave. East and West of Central St., as the funding has been approved for some time. He is waiting on the construction bid documents from Canaan Peaks. The application for the SSP Project, which is the street project in front of Bee's Marketplace, will be due on June 17. He noted that the maximum amount we can apply for on the SSP Grant has been raised from \$300,000.00 to \$500,000.00. He has been going through the City Inspect software and expects to be able to launch the program in the next few weeks.

### **Public Works**

Public Works Director Dean Cooke reported that they have ground up the chip seal on Mohave Avenue between Hammon Street and Central Street in preparation for the CDBG project. He said they also intend to do two blocks on Cooke Avenue east of Central Street and on University Avenue two blocks west of Central. They still have the irrigation system to put in at Mohave Avenue, but they did not get the grant they applied for. They will have to cut the project back to include only the areas that will be impacted by the CDBG projects. They have ordered the materials and expect to begin right away.

Dean said they have purchased a new stump grinder which is doing a good job of taking care of the stumps in preparation for replacement trees. They also have purchased a used 260 CFM air compressor and will no longer have to borrow one.

### **Landfill**

Landfill Director John Barlow said there was no Landfill Meeting in January so they will be meeting this week. They are hoping to get the new sideload garbage truck by the end of the month. He said they have done some work at the Landfill and improved the parking area.

### **Utilities**

Utilities Manager Harrison Johnson reported they have been working on installing the gas line for Bee's Market. He said that he and both city managers met with Bowen Collins and discussed the water canyon report, and they will be meeting with both Councils to review the findings. He noted that Christian is working on the fiber agreement.

Actions taken at the November 20, 2019 Utility Board meeting were presented to the Council.

**There was a motion from Ralph Johnson to ratify the Utility Board actions taken at the November 20, 2019 meeting, with a second from Jeffery Jessop. All voted approval.**

### **Police Department**

Police Chief Robb Radley addressed the Council and presented a statistical year-end report of the calls the Department has received. He said they have had many animal problems. In answer to a question from the Council concerning a possible solution, he said going forward we need to hold people accountable and increase public awareness of the requirements.

He reported that the department had just completed a DUI training with the officers, and the training will help the officers in determining and winning DUI cases. All the officers have received their certifications except two. He and Sgt. Gower attended a three-day Chief's training in Salt Lake City.

### **Administration**

Town Manager Vance Barlow reported that he and Mayor Joseph Allred met with the Arizona Municipal Risk Retention Pool (AMRRP) and requested to be re-admitted into the insurance pool. The AMRRP Board asked questions and appeared to be receptive, although we do not expect an answer from them until a future date. We are proceeding with our regular insurance renewals as we have several policies that will need to be renewed before the end of February. He noted that we are still recruiting another sergeant and police officer.

Vance reported that the Planning Commission held a public hearing on the proposed ordinance and map on February 3, 2020 at 5:00 pm. It was well attended by the public and some good input was received.

He noted that we have not received our completed financial audit as the auditors are waiting for the completion of the Landfill portion of the audit. Vance reported that he had attended the Arizona City/County Manager's Conference. It is time to start on the upcoming budget, and he will be working with the Department Heads on it.

### **CONSIDER UTILITY DEPARTMENT DEBT COLLECTION POLICY**

Utilities Manager Harrison Johnson said the Utilities Department has approximately \$250,000.00 in uncollectible accounts. At the November 7, 2019 Utility Board meeting the Utility Board approved a Delinquent Accounts Assessment and Collections Supplemental Policy. There were some questions and discussion. Harrison explained that the department has opted to give a 15% waiver before turning it over to the agency. The Utility Department will not be dealing with the customer after the account is given to the agency.

**Motion was made by Anthus Barlow with a second from Ralph Johnson to approve the Delinquent Accounts Assessment and Collections Supplemental Policy for the Utility Department. All voted in favor.**

### **DEBT COLLECTION AGREEMENT FOR DELINQUENT UTILITY BILLS**

Utilities Manager Harrison Johnson presented again and said that the Utility Board at the November 20, 2019 meeting gave a recommendation to enter into an agreement with a debt collection agency to attempt to collect delinquent debts for the utility services. The utility staff has been researching options and is proposing an agreement with Professional Credit Services to collect delinquent accounts. He said this is an attempt to collect for services rendered from the account holders at the time service was provided, and also provide justification to write off uncollectible receivables rather than retain them on the books indefinitely.

**Motion from Alma Hammon with a second from Ralph Johnson to approve entering into the agreement with Professional Credit Service for collection of delinquent utility accounts. There was unanimous approval.**

### **CONSIDER CCUSD #14 REQUEST FOR PARKING LOT IMPROVEMENTS**

Town Manager Vance Barlow explained that the Colorado City School District has requested the Town's help in chip sealing a couple of areas around the school on Carling Street which is

primarily used for school parking and pupil loading and unloading. In addition to the portion of Carling Street, there is also a parking lot at the Cottonwood campus that needs to be chip sealed. Shauna Hammon, principal of the El Capitan High School, addressed the Council on the proposed projects and offered to answer any questions.

It was explained that the school district would pay the Town, including the cost of oil and chip, to prep and chip seal the parking lot portion.

The District would purchase the oil and the Town would provide the chip and the labor for prepping and chip sealing the section of Carling Street. Dean Cooke expressed his concern that the current street drainage is not adequate and must be addressed or it will fill up with potholes again. He said it was feasible to do both projects at once.

**There was a motion from Anthus Barlow with a second from Donald Richter to approve the proposed chip sealing project with Colorado City Unified School District at the Cottonwood Campus. All voted in favor.**

#### **CONSIDER CCUSD#14 REQUESTS TO CLOSE MULBERRY STREET AND ACADEMY AVENUE AROUND THE EL CAPITAN SCHOOL CAMPUS**

Town Manager Vance Barlow said that due to the recent shooting at the school building, and the difficulty in securing the South and West sides of the El Capitan Campus, the School District would like to improve security around the El Capitan Campus. They are requesting permission from the Town to install gates at the intersection of Mulberry Street and Arizona Avenue, and also at the intersection of Cottonwood Street and Academy Avenue. The District is fencing in their property, and the streets in that area are unimproved. Installing the gates would have no adverse impact on the traffic to and from the school. The land surrounding the area in question is State Trust Land and is not expected to be developed in the foreseeable future.

Vance explained that staff has studied this request and is in support of the proposal. He has requested that the gates have a sign with a phone number to call if somebody has a need to access the area behind the school. There was some discussion on the proposal and it was pointed out that there is currently no reason for the public to have access behind the school. The District would cover the cost of the gates and provide access when needed. Mayor Joseph Allred suggested adding language to clarify that it is the Town Council's prerogative to decide when the gates come out.

**Mayor Joseph Allred made a motion with a second from Joanne Shapley to approve closing the streets on the west and south side of the El Capitan Campus with gates, and that the Town retains the right to remove the gates at any time. All voted approval.**

#### **CONSIDER APPLICATION FORM FOR APPOINTMENT TO BOARDS AND COMMISSIONS**

Mayor Joseph Allred reported that as the Town is growing and changing, it needs to have a more formal process for recruiting applicants to serve on the various boards and commissions, etc. He has developed a form that we would like to have posted on the Town's website. Eventually, we would like to include a brief description of each position and if there is currently a vacancy on the Board or Commission. The proposed form, which is similar to that of several other

municipalities, would be updated as needed if other boards or commissions are implemented by the Town Council.

It was noted that the Town currently has the following Boards & Commissions:

- Utility Board (5 positions by the Town (no current vacancies) a joint Board with Hildale, UT. There are 4 appointed from each municipality and one jointly appointed, for a total of 9 members
- Planning & Zoning Commission (5 member board, 1 vacancy)
- Airport Advisory Board (5 member board, no vacancies)
- Arizona Strip Landfill Board of Directors (4 positions appointed by Colorado City) a joint Board with 4 positions filled by Fredonia, AZ for 8 members total

It was also noted that there may be other commissions, committees and boards as other codes, IGAs, etc. are developed and adopted, and these would be incorporated into the process as needed.

There was discussion for the need to adopt some more specific guidelines for screening candidates for various positions. It was noted that this form was the first step in a process of refining the recruitment process for Boards and Commission and there would be more discussion at future meetings.

**There was a motion from Jeffery Jessop with a second from Anthus Barlow to approve the application for public body appointment. All voted in favor.**

#### **AIRPORT LAND LEASE AGREEMENT FOR Z FLIGHT, LLC HANGAR**

Airport Manager Ladell Bistline Jr. presented a proposed land lease between the Town and Z Flight, LLC at the Colorado City Municipal Airport for construction of a Hanger by Z Flight LLC. LaDell reported that he has been negotiating the terms of a 30-year lease with Z Flight and that the proposed lease has been reviewed by the Town's legal counsel and is ready for Council approval.

There was discussion on the location and how it impacted the Airport layout. It was noted that the area to be leased is just north of the "Knudson hangar," and is compatible with the airport layout.

**Motion was made by Alma Hammon with a second from Jeffery Jessop to approve the proposed land lease with Z Flight, LLC for a hangar site at the Colorado City Municipal Airport. Motion passed unanimously.**

#### **BUDGET REPORT AND ORDER TO PAY DUE CLAIMS**

The Council reviewed the budget report and a detailed report of the due claims. We are at 59% of the fiscal year elapsed.

**Motion was made by Joanne Shapley to pay the due claims as they become due and as funds become available. It was seconded by Alma Hammon, and all voted in favor.**

Meeting adjourned at 7:54 p.m.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of Colorado City held on the 10<sup>th</sup> Day of February 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13<sup>th</sup> day of February 2020.

  
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Town Clerk

