

**SUMMARIZED MINUTES OF THE TOWN OF COLORADO CITY COUNCIL MEETING
HELD MONDAY, DECEMBER 11, 2023, AT 25 S CENTRAL STREET, COLORADO CITY,
ARIZONA**

The meeting was called to order at 6:00 p.m. by Mayor Howard Ream.

Roll call showed present: Mayor Howard Ream, Vice Mayor Dalton Barlow, and Council Members: John Chatwin, Jerusha Darger, Alma Hammon, and Nathan Burnham. Thomas Holm was excused.

The Pledge of Allegiance was led by Mayor Howard Ream.

MINUTES OF PRIOR MEETINGS

The minutes of the November 11, 2023 meeting were presented for approval.

A motion was made by Nathan Burnham to approve the minutes of the November 11, 2023 meeting. The motion was seconded by Alma Hammon, and all voted in favor.

PUBLIC COMMENTS

No Public Comments

DEPARTMENT REPORTS

The department reports were in the information packet. Vance Barlow answered questions and clarified the reports.

Airport
Building
Police
Public Works/Parks
Utilities
Town Manager

Fiscal Year 2021-2022 Financial Audit Presentation by Hinton Burdick

Hinton Burdick presented and answered questions.

Ratify Appointment(s) to the Town of Colorado City Municipal Airport Advisory Board.

Mayor Howard Ream thanked previous board members, Dan Barlow, and Jeffery Jessop, for their service on the Airport Advisory Board.

Mayor Howard Ream swore in Jared Zitting and Steven Black as new members of the Airport Advisory Board.

A motion to ratify the appointment of Jared Zitting and Steven Black to the Airport Advisory Board for a six-year term ending December 31, 2029, was made by Alma Hammon, and seconded by Jerusha Darger. All voted in favor.

Consider Creekside Park Preliminary Plat

Presented for Council Consideration is a preliminary plat, submitted by Creekside Park, LLC, for a 55-unit townhome subdivision located between Hammon Street and Barlow Street North of Academy and South of Arizona.

The Town Council approved the zoning to an R2 Residential at the March 13 Council meeting.

On November 6, 2023, the Planning Commission reviewed the proposed preliminary plat and after considerable discussion recommended that the Town Council approve the preliminary plat.

After the preliminary plat is approved the developer will complete the construction drawings that will be reviewed and approved by staff prior to construction. After the construction is completed, the developer will submit a final plat with as built for final approval and recording.

Vice Mayor Dalton Barlow brought up questions about water retention and water impact fees.

Mayor Howard Ream had questions regarding parking for the proposed townhomes.

Richard Hammon addressed the council regarding their questions.

A motion to approve the preliminary plat for Creekside Park Subdivision on condition that the water flow modeling be completed and approved prior to construction drawings being approved was made by Nathan Burnham and seconded by Alma Hammon. All voted in favor.

First Reading of Ordinance Amending Town Code Title III, Chapter 31, Section §31.41 Purchasing

As part of the process for updating the Town of Colorado City Purchasing Policy a need to make a minor amendment to the Town Code was identified. When the Town Code was first adopted there was not a Town Manager position and so the Town Treasurer was designated as the purchasing agent for the Town. The recommendation was to designate the Town Manager as the purchasing agent for the Town.

This amendment to the Town Code has been reviewed by the Towns legal counsel.

First reading of the Ordinance Amending Town Code Title III, Chapter 31, Section §31.41 Purchasing was done by Shirley Zitting.

A motion to read Ordinance 2024-01 adopting amendments to the Town Code Title III, Chapter 31, Section §31.41 Purchasing in full was made by Alma Hammon and seconded by Dalton Barlow. All voted in favor.

Consider Resolution Updating Purchasing Policy for the Town of Colorado City

The Town of Colorado City purchasing policy was last updated in 2010. Staff has reviewed the policy and presented to the Council for consideration an updated purchasing policy which raises some of the limits and clarifies some areas that were ambiguous in the existing policy.

The significant changes are:

- Designating the Town Manager as the Purchasing Agent for the Town.
- Raises the amount that requires a formal bidding process from \$25,000 to \$50,000.
- Provides for a local preference

A motion to adopt Resolution 2023-32 updating the Town of Colorado City purchasing policy was made by John Chatwin and seconded by Nathan Burnham. All voted in favor.

Consider Personnel Policy 6 Attendance and Leaves Update.

In working with the employees on personal leave questions there were a couple of places in the policy that were ambiguous. Staff has reviewed the policy and proposed a few edits to make it clearer.

Motion to approve updates to Personnel Policy 6 Attendance & Leaves was made by Alma Hammon and seconded by Jerusha Darger. All voted in favor.

Consider Financing for Police Vehicles.

In October 2021 the Town Council approved the use of Risk Management Fund funds for internal financing subject to certain limitations and Town Council approval.

The limitations were:

- Approval of the Town Council
- Maximum three-year payback
- Minimum interest rate at current municipal lease with minimum of 3.99%
- Fund balance maintained at \$800,000 or higher.

The Town budgeted for two police vehicles. The vehicles were purchased in July and are now getting upfitted for service. (There was a considerable delay in getting the necessary parts for upfitting delivered).

The staff requested permission to make a loan, not to exceed \$170,000 from the RMF and spread the cost of the two vehicles and the upfitting over three fiscal years. The proposed loan amount would leave a balance of \$828,000 in the fund.

Motion to adopt Resolution 2023-33 authorizing a loan from the Risk Management Fund to the general fund in an amount not to exceed \$170,000 for the purchase and

upfitting of two police vehicles was made by Alma Hammon and seconded by Mayor Howard Ream. All voted in favor.

Consider Updated Intergovernmental Agreement with Mohave County Agencies for Arizona Department of Administration, Grants and Federal Resources (ADOA-GFR) Arizona 911 Grant Program

On May 10, 2021, an IGA with the ADOA-GFR and Mohave County and the other municipalities in Mohave County was approved and entered into by the Town. The IGA provided that each of the participating agencies would be the fiscal agent for the grant in different years. After working on the process for two years the parties to the IGA decided that it would be in the best interest of all to have one agency be the fiscal agent going forward and that Mohave County would be the fiscal agent for the 911 grant funding.

The IGA has been updated to reflect that the change has been reviewed by legal counsel and is ready for Town Council action.

Motion to approve the updated IGA with Mohave County Agencies for Arizona Department of Administration, Grants and Federal Resources (ADOA-GFR) Arizona 911 Grant Program and authorize the mayor to sign the same was made by Jerusha Darger and seconded by Alma Hammon. All voted in favor.

Executive Session for Discussion and Consultation with Legal Counsel for Legal Advice in Accordance with A.R.S. 38-431.03(A)(3)&(4)

A motion to excuse Executive session was made by Mayor Howard Ream and seconded by Jerusha Darger. All voted in favor.

Budget Report and Order to Pay Due Claims

Town Manager Vance Barlow presented the Budget Report and Shirley Zitting touched on some of the items in the Payment Approval Report as was presented for review and approval. The Council has reviewed the budget report and a detailed report of the due claims.

A motion to accept the budget and pay the due claims as they become due was made by Nathan Burnham and seconded by Alma Hammon. All voted in favor.

COUNCIL COMMENTS

Council Member John Chatwin inquired about how to bring awareness to the city residents regarding the City's Street Side Ordinance.

The meeting was Adjourned at 7:20 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 11th day of December 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of January 2024


Town Clerk

