

Upon notice duly given under Arizona Revised Statutes, Section 38-431, et seq., as amended, the City Council of the City of Bullhead City held a Special Meeting on Tuesday, March 6, 2018, in the Council Chambers, 1255 Marina Blvd., Bullhead City, Arizona.

**CALL TO ORDER**

Mayor Brady called the special meeting to order at 4:00 p.m.

**ROLL CALL**

Council Present

Brady, Bruck, D'Amico, Ring, Shutts, Wegmann

Council Absent

Clark

Staff Present:

CITY MANAGER: Toby Cotter

CITY ATTORNEY: Garnet Emery

CITY CLERK: Susan Stein

FINANCE DIRECTOR: Rudy Vera

ASSISTANT PUBLIC WORKS DIRECTOR: Bob Leuck

HUMAN SERVICES DIRECTOR: Jeff Tipton

PARKS AND RECREATION SUPERINTENDENT: Dave Heath

**DISCUSSION ITEMS**

1. Discussion regarding the proposed changes to the Fiscal Year 2018-2019 Comprehensive Fee Schedule.

City Manager Cotter said the Council would consider the proposed fee changes for fiscal year 2018-2019 prior to taking official action on May 15, 2018.

City Clerk Stein said two sections in the fee schedule included a notarization fee in the amount of \$2 per signature, under "All Departments" and "City Clerk," as "Miscellaneous Fees." She said city departments did not charge for notarizations on a regular basis. She said the Secretary of State, as of March 1<sup>st</sup>, had authorized an optional increase in the notary fee from the current \$2, up to \$10, per signature. She said, according to a recent survey, the greater majority of other Arizona municipalities did not charge for notary services. She said staff requested removing the notary fee of \$2 per signature from the fee schedule.

Parks and Recreation Superintendent Dave Heath said staff would like to modify the "Ball Field/Facility Use Fees" by changing the field preparation fee from \$47 to \$50 per hour, and remove "Sports Leagues" and associated fees. He said the city incurred additional costs when preparing the fields for softball and baseball play, mostly for businesses that came into town to run tournaments. He said the city did not charge an extra fee to prepare for soccer games. He said private promoters had the option to bring their own crew to prepare the fields.

Parks and Recreation Superintendent Heath said they proposed to modify the "Municipal Pool Fees" line items from "4-12 years" to read "4-17 years," and remove the "13-17 years" line item. He proposed increasing all open swim and lap swim fees by 25 cents per entrance, and removing

the “Silver Creek Water Park” and associated fees. He said they would like to get a little bit closer to keeping up with the minimum wage and offsetting some of the costs. He said the city gave back to the community by offering free swim days.

Mayor Brady said every community subsidized their municipal pools, and asked if the city really required the increase for kids’ pool fees. Parks and Recreation Superintendent Heath explained how the Boys and Girls Club program saved money by using the 90-day passes.

City Manager Cotter said the fees could not cover the costs of maintaining the municipal pool, and said the city subsidized the pool operation and every program at the pool to a great degree. He said the pool operated at a loss.

Parks and Recreation Superintendent Heath said staff would like to revise the “Small Ramada” fee to \$35; the “Medium Ramada” fee to \$75; the “Don Sullivan Large Ramada” fee to \$150; add the “Ken Fovargue Medium Ramada” fee of \$75; and add the “Ken Fovargue Large Ramada” fee of \$100. He said the ramadas had become very popular with visitors from out of town, and said this small increase for ramada rentals would provide a little extra money for the parks. He said any of the ramadas could be used for free if they had not been previously reserved.

Parks and Recreation Superintendent Heath said staff has requested to change the “Commercial Rental Annual Pass” under “City Boat Launch Fees,” to \$1,000 up to ten crafts, plus \$100 each. He said this increase would keep up with the operational and maintenance expenses, as well as staffing costs due to the minimum wage increase.

City Manager Cotter said the proposed fees would be posted on the city’s website for public view.

## 2. Discussion regarding the wastewater infrastructure capital requirements.

City Manager Cotter said staff would explain the capital needs required to maintain the city’s wastewater system and the options to raise funds for those capital projects. City Manager Cotter said Rate Option A would take the current \$31.00 per month residential rate to \$34.26; and said Rate Option B would take the current \$31.00 rate to \$33.50 in year one. He said the operations, maintenance, and debt service costs did not fluctuate, but said the numbers being presented today could be changed.

Assistant Public Works Director Leuck said staff had separated the proposed 5-year capital improvement proposal into five fiscal years and have prioritized the projects. He said in fiscal year 2018-2019, staff proposed the rehabilitation of three wet wells at three lift stations (16-2, 18-1, 18-2) in the amount of \$206,000. He said they proposed to rehabilitate the wells before they had got any worse. He said the electrical equipment was original, and said some systems were 30-years old. He said they proposed an electrical upgrade to the 16-2 lift station and a controls upgrade at the Primrose lift station (\$400,000).

Assistant Public Works Director Leuck said facilities plans for both the Section 10 and Section 18 treatment plants were proposed (\$100,000 each); which were basically master plans of the entire treatment plants that included structural, biological, hydraulic, and regulatory plans. He said a new tertiary filter was proposed for the Section 10 plant (\$1,300,000). He said the oldest set was 27 years old, and some of the valves were corroding. He said flows had increased and another filter

was required. He said the Section 18 electrical and controls upgrade was proposed for the first fiscal year (\$40,000) and in the second fiscal year (\$610,000).

Assistant Public Works Director Leuck said in fiscal year 2019-2020 additional wet well rehabilitations for three lift stations were proposed (\$394,000). He said the Chaparral Lift Station replacement (\$300,000) and ongoing manhole rehabilitation (\$190,000) were needed. He said the River Retreat Lift Station should be replaced (\$300,000). He said \$81,000 was included in the capital improvement budget to cover any unanticipated sewer improvements. He said blower and control replacements for the Section 10 plant was proposed (\$650,000). He said the massive blowers were 18 years old and needed to be replaced. He said the odor control system and enclosure for the Section 18 plant were planned (\$250,000).

Mayor Brady asked if the odor control project could be moved to the current fiscal year rather than wait another year. Assistant Public Works Director Leuck said the project would be moved to fiscal year 2018-2019, and move \$250,000 down to the second fiscal year.

Assistant Public Works Director Leuck said the Laughlin Ranch Lift Station upgrade was proposed for fiscal year 2020-2021 (\$150,000), as well as the Georgia Lane sewer project phase 2 (\$100,000). He said the North/South Interlink project (\$750,000) would provide the ability to move more wastewater from the Section 18 plant to the Section 10 plant. He said they would install a new 12-inch parallel line and in order to pump more flow and move it between stations. He said the West Branch Sewer Trunk Line rehabilitation (\$800,000) would be required in order to replace the deteriorated PVC lining in the 36-inch and 42-inch concrete cylinder pipes. He said the force main from the Section 18 plant to Community Park needed to be tested, and with some repairs, be turned into an effluent line (\$50,000). He said the Section 10 treatment plant ultraviolet demo and electrical upgrades (\$300,000) project required updating, and said it would be time for a larger updated shop building for the Section 10 plant (\$300,000).

Assistant Public Works Director Leuck said they would like to start up another injection well program at Section 10 in fiscal year 2021-2022 that would add approximately \$500,000 to that fiscal year's budget. He said they already had enough effluent for one well, and said in two more years, they would have enough effluent for at least two more wells. He said another project was the construction of a new flow equalization basin at the Section 10 Wastewater Plant. He said everything flowed into the large covered basin and was pumped out at a constant rate. He said there had not been enough money in the budget to build a huge storage tank, and said flows fluctuated almost 700-800 gallons per minute over the course of 2-3 hours. He said the concrete tanks had to be sized to handle the large amount of water, and said a flow equalization basin would be able to handle the steady flow which made the operation much more efficient and robust. He said the basin would help control the wastewater fluctuation and eliminate sewage backups during power outages.

Assistant Public Works Director Leuck said fiscal year 2022-2023 included the second portion of the Section 10 effluent injection well project (\$500,000), as well as the Section 10 flow equalization basin project (\$1,000,000). He said the Palo Verde Lift Station capacity increase as part of the Section 208 master plan update would be required (\$50,000). He said Lakeside odor control system (\$200,000) would require an additional unit. He said the Section 10 and 18 plants' administration and blower buildings required remodeling as those buildings were more than 25 years old (\$150,000). He said the Section 18 treatment plant headworks upgrade (\$1,000,000) would be 17 years old in five years, and said this piece of equipment took the most abuse and would need

replacement. He said the Original Bullhead sewer odor control system would need an upgrade with a vacuum unit installed in the fifth year (\$150,000).

Assistant Public Works Director Leuck said all of the proposed projects over the next five years that were discussed were fit into Option A. He said Option B included all of the projects in Option A, except for the Section 10 treatment plant flow equalization basin, with a total cost of \$3,500,000.

Finance Director Vera said most of the proposed projects would not be able to be accomplished without additional funding, as the cash reserves were low.

Mayor Brady asked if they could accomplish these projects without increasing staff. Assistant Public Works Director Leuck said staff was currently working on many projects, and said he believed that it could be done as most of the projects were not that large.

Mayor Brady asked if staff had planned for any unanticipated cost overruns over the next five years. Assistant Public Works Director Leuck said their estimates should come close to the actual project costs. He said they have also projected additional projects over the next six to ten years but they were not included in his presentation.

Mayor Brady said the city was receiving additional credits for the current injection wells, and said the plan to build more injection wells would add even more water credits to the city.

### ADJOURNMENT

Mayor Brady declared the special meeting adjourned at 5:06 p.m.

### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct record of the special meeting of the City Council of the City of Bullhead City held on the 6th day of March 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20th day of March 2018.

  
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Susan Stein, MMC, CPM  
City Clerk

Upon notice duly given under Arizona Revised Statutes, Section 38-431, et seq., as amended, the City Council of the City of Bullhead City held a regularly scheduled meeting on Tuesday, March 6, 2018, in the City Council Chambers, 1255 Marina Boulevard, Bullhead City, Arizona.

**CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Brady called the meeting to order at 5:30 p.m. and invited Minister Malcam Moberly of Valley Christian Church to deliver the invocation. Council Member Bruck led the assembly in the Pledge of Allegiance to the Flag.

**ROLL CALL**

Council Present

Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann

Council Absent

None

Staff Present:

CITY MANAGER: Toby Cotter

CITY ATTORNEY: Garnet Emery

CITY CLERK: Susan Stein

POLICE CHIEF: Brian Williamson

FINANCE DIRECTOR: Rudy Vera

PUBLIC WORKS DIRECTOR: Absent

HUMAN SERVICES DIRECTOR: Jeff Tipton

DEVELOPMENT SERVICES DIRECTOR: Absent

**PRESENTATIONS AND PROCLAMATIONS**

None

**OPEN CALL TO THE PUBLIC**

Mayor Brady opened the call to the public.

Paul LaVoie said he was the Public Affairs and Communications Specialist for the Mohave Electric Cooperative. He said, in just seven years, members of their cooperative have saved over \$2 million in prescription and other discounts associated with the membership card. He invited the public to attend the Coop Connections Business Expo and a fundraiser to support the Colorado River Historical Society on March 16<sup>th</sup> to be held at the Bullhead Area Chamber of Commerce and in Community Park.

Dean Wenrich said he was the coordinator for a local youth group, "Bullhead Opting Out Of Tobacco" (B.O.O.T.). Hayden Navares said their goal was not to criticize those who were addicted to tobacco, but to seek ways to provide clean smoke free air that was not exposed to second hand smoke. Jason Montgomery said their newest project was the "20-foot rule," which when enacted, would not permit smoking within 20 feet of an establishment.

Susanna Van Sloten invited the public to purchase Honeybaked Hams for Easter to benefit the Colorado River Historical Society and Museum.

Karole Finkelstein invited the public to attend a yard sale in support of the Museum to be held on March 22 and 23<sup>rd</sup> at the museum grounds.

Nick Parsons said the mild winter would produce a heavy bug season. He suggested using alternative methods in order to control insects such as introducing other predatory insects, or installing bug zappers powered by solar panels around the ramadas in the parks.

Having no one else present wishing to speak, Mayor Brady closed the call to the public.

### **AGENDA MODIFICATIONS**

None

### **WAIVER MOTION**

**MOTION:** Vice Mayor Clark made a motion to waive the reading in full of all ordinances and resolutions presented for adoption at this meeting. Council Member Wegmann seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

### **MOTION CARRIED**

### **MANAGER'S REPORT**

#### 1. Rotary Park Entrance Improvements

Dan Oehler said he represented the Legacy Foundation and the Rotary Club. He provided a presentation on the entrance improvements to Rotary Park. He said they would provide a stone slab with a large steel rotary gear attached to the forefront of the monument. He said background lighting would be installed and both the seal of Bullhead City and the seal of the Legacy Foundation would be displayed. He said many local organizations have made significant donations towards the park's improvements, and said donations would also be used towards the completion of the entrance monuments and signs. He said they employed a designer from Texas, whose firm was originally involved in the San Antonio River Walk project, to help with this project.

Mayor Brady thanked Mr. Oehler for his numerous contributions to the community. Mr. Oehler said it was an honor to be a member of the community and to be a part of the organizations that gave back to the community.

City Manager Cotter said the focal points at the two main park entrances would present a "vision" and a welcoming attraction that would be unique to the park.

### **MAYOR AND COUNCIL MEMBERS' REPORTS ON CURRENT EVENTS**

Vice Mayor Clark said he spoke at a water conference in Tucson last week. He said he discussed water conservation programs and the recharge project in Bullhead City. He said the city was recharging fully cleaned Class A effluent water into the sub flow of the Colorado River which traveled down the river to the Central Arizona Project (CAP) pump station. He said CAP's website

indicated that water usage from Lake Meade was reduced by 2,200 acre feet per year, which was the same amount of effluent received from Bullhead City.

Mayor Brady said he heard that ADOT had backed off on the construction of the Camp Mohave roundabout in Fort Mohave. He said the good news was the second proposed roundabout at Aztec was tenuous at best.

**ITEMS WITHDRAWN FROM CONSENT AGENDA**

None

**CONSENT AGENDA**

**MOTION:** Vice Mayor Clark made a motion that Items No. 1 and 2 on the Consent Agenda be approved in accordance with the reports, certifications and recommendations furnished each Council Member and without further discussion. Council Member Bruck seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

**MOTION CARRIED**

Items on the Consent Agenda were approved as follows:

1. Approval of the Minutes of the Special Council Meeting held on February 20, 2018; and the Minutes of the Regular Council Meeting held on February 20, 2018. (City Clerk Stein)
2. Approval of the submittal of the Homeland Security Grant Program grant application in the amount of \$18,850.00 to the Arizona Department of Homeland Security for equipment for training in the event of acts of terrorism and other catastrophic events; and authorize the City Manager or his designee to execute all documents pertaining to the grant application and award on behalf of the city. (Police Chief Williamson)

**PUBLIC HEARINGS ON ITEMS PULLED FROM CONSENT AGENDA**

None

**BOARD/COMMISSION/COMMITTEE APPOINTMENTS**

None

**PUBLIC HEARINGS ON LIQUOR LICENSE APPLICATIONS**

3. **PUBLIC HEARING.** Discussion and possible action to make a recommendation to the Arizona Department of Liquor Licenses and Control to approve the application and sampling privilege for Series 9 Liquor License No. 09080030 submitted by Joseph Ovidio Cipollini for Smart and Final No. 826 located at 2250 Highway 95, Suite M480, in Bullhead City. (City Clerk Stein)

City Manager Cotter said a brand new Smart & Final Extra store would be built at a new location in the City Square Center. He said the license would provide the ability to sell all types of liquor with sampling privileges. He said the building permit had gone through the final review process, and said the store would like to open by the 4<sup>th</sup> of July. He said he appreciated the courtesy of an existing liquor store in the city that relinquished their Series 9 liquor license in order to build the new Smart & Final store, as it would not have been built without first obtaining the license.

Randy Dupree said he had been the manager at the local Smart & Final store for 26 years. He said the move would be exciting. He said the new location would triple the size of the existing store, offer produce, organics, and more. He said they looked forward to the opening of their new store.

Mayor Brady thanked City Manager Cotter for doing the legwork and putting the deal together with all the parties to make this happen.

Mayor Brady opened the public hearing. Having no one present wishing to speak, Mayor Brady closed the public hearing.

**MOTION:** Council Member Ring made a motion to make a recommendation to the Arizona Department of Liquor Licenses and Control to approve the application and sampling privilege for Series 9 Liquor License No. 09080030 submitted by Joseph Ovidio Cipollini for Smart and Final No. 826 located at 2250 Highway 95, Suite M480, in Bullhead City. Council Member Bruck seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

**MOTION CARRIED**

### ACTION ITEMS

#### Building, Planning and Zoning Items

None

#### Bid Awards, Contracts, Intergovernmental Agreement, and Purchases

4. Discussion and possible action to approve the Home Lease Agreement for 1887 Sea Breeze Lane and the Home Lease Agreement for 2101 Hermosa Drive, effective March 1, 2018; for the temporary housing of homeless persons under a program administered by Catholic Charities Community Services, Inc.; and authorize the City Manager to execute the agreements on behalf of the city and to take all actions necessary to effectuate the intent of the lease agreements. (Human Services Director Tipton)

City Manager Cotter said the city owned two homes that served as temporary housing for homeless persons. He said the Council originally approved the leases with Social Services Interagency Council of Lake Havasu City, but said the city had now contracted with Catholic Charities on all the homelessness issues. He said they appreciated everything that Interagency had done over the years, but said it was time to transfer these leases to Catholic Charities.



Mayor Brady asked if anyone from the public wanted to speak. No one from the public spoke.

**MOTION:** Council Member Shutts made a motion to approve the Home Lease Agreement for 1887 Sea Breeze Lane and the Home Lease Agreement for 2101 Hermosa Drive, effective March 1, 2018; for the temporary housing of homeless persons under a program administered by Catholic Charities Community Services, Inc.; and authorize the City Manager to execute the agreements on behalf of the city and to take all actions necessary to effectuate the intent of the lease agreements. Council Member Wegmann seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

### **MOTION CARRIED**

5. Discussion and possible action to adopt: 1) Resolution No. 2018R-07 approving the Intergovernmental Agreement with the Arizona Department of Transportation (IGA 17-0006565-I) for installation of a signal at Highway 95 and Corwin Road; and 2) Resolution No. 2018R-08 approving the Intergovernmental Agreement with the Arizona Department of Transportation (IGA 18-0006782-I) for the construction of a right-turn lane at Highway 95 and Marina Blvd.; and 3) authorize the Mayor to execute the agreements on behalf of the city. (Public Works Director Agrawal)

City Manager Cotter said the first Intergovernmental Agreement was for the installation of a traffic signal at the intersection of Highway 95 and Corwin Road at an estimated cost of \$350,000. He said the city would pay all associated costs for the signal project. He said the Arizona Department of Transportation (ADOT) would execute the second agreement wherein ADOT would construct a right turn lane from Highway 95 onto Marina Boulevard at its cost.

Assistant City Engineer Keegan Littrell said staff had the traffic signal design completed and were ready to bid out the project.

City Manager Cotter said they would like to begin the project as quickly as possible. He said staff would come back to the Council for contract approval after the project was bid out.

Council Member Ring said this project was very much needed in the community.

Mayor Brady said it was too bad that ADOT was not able to complete the traffic signal project, but said the city would get the new turn lane at Marina Blvd. in return.

Mayor Brady asked if anyone from the public wanted to speak. No one from the public spoke.

**MOTION:** Council Member Wegmann made a motion to adopt: 1) Resolution No. 2018R-07 approving the Intergovernmental Agreement with the Arizona Department of Transportation (IGA 17-0006565-I) for installation of a signal at Highway 95 and Corwin Road; and 2) Resolution No. 2018R-08 approving the Intergovernmental Agreement with the Arizona Department of Transportation (IGA 18-0006782-I) for the construction of a right-turn lane at Highway 95 and Marina Blvd.; and 3) authorize the Mayor to execute the agreements on behalf of the city. Council Member Ring seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

**MOTION CARRIED**

**Other Business**

6. Discussion and possible action to adopt Resolution No. 2018R-09 authorizing the notice of intention to change wastewater rates and setting the date of May 15, 2018, at 5:30 p.m. for a public hearing on the proposed wastewater rates. (Finance Director Vera)

City Manager Cotter said the Council recently held a workshop to discuss the wastewater rates. He said capital improvements were needed for the ongoing maintenance of the wastewater infrastructure and said the rates would help pay for the infrastructure. He said the resolution would adopt the process and set a public hearing when the public would have another opportunity to provide comments on the proposed wastewater increase. He said the packet included 63 pages of information that was available for public view on the city's website.

Mayor Brady asked if anyone from the public wanted to speak. No one from the public spoke.

**MOTION:** Vice Mayor Clark made a motion to adopt Resolution No. 2018R-09 authorizing the notice of intention to change wastewater rates and setting the date of May 15, 2018, at 5:30 p.m. for a public hearing on the proposed wastewater rates. Council Member Bruck seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

**MOTION CARRIED**

**COUNCIL REQUESTED ITEMS**

None

**ADJOURNMENT**

**MOTION:** Vice Mayor Clark made a motion to adjourn. Council Member Ring seconded the motion.

**VOTE:** AYES: Brady, Bruck, Clark, D'Amico, Ring, Shutts, Wegmann NAYS: None  
ABSENT: None

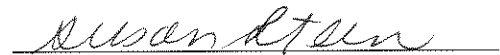
**MOTION CARRIED**

There being no further business to come before the Council, the Mayor declared the meeting adjourned at 6:11 p.m.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct record of the regular meeting of the City Council of the City of Bullhead City held on the 6<sup>th</sup> day of March 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20th day of March 2018.



Susan Stein, MMC, CPM  
City Clerk