



## Minutes Town Council Regular Meeting May 13, 2021

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

Agendas/Minutes:  
[www.quadalupeaz.org](http://www.quadalupeaz.org)

Town Council Chambers  
9241 S. Avenida del Yaqui  
Guadalupe, AZ 85283  
Phone: (480) 730-3080  
Fax: (480)-505-5368

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, May 13, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

### A. CALL TO ORDER

Vice Mayor Vital called the meeting to order at 6:04 p.m.

### B. ROLL CALL

Councilmembers Present: Vice Mayor Ricardo Vital. The following councilmembers participated via video conference: Councilmember Mary Bravo, Councilmember Gloria Cota, Councilmember Elvira Osuna (*arrived at 6:15 p.m.*), Councilmember Joe Sánchez, and Councilmember Anita Cota Soto

Councilmember Absent: Mayor Valerie Molina

Staff Present: Jeff Kulaga – Town Manager / Clerk and Jennifer Drury – Assistant to the Town Manager, Cachi Castorena, MCSO Deputy; and, David Ledyard – Town Attorney via Zoom

### C. INVOCATION/PLEDGE OF ALLEGIANCE

Vice Mayor Vital called for a moment of silence in remembrance of the recent passing of Russell St. John, the prior Guadalupe Boys and Girls Club Director. Vice Mayor Vital then lead the Pledge of Allegiance.

### D. APPROVAL OF MINUTES

1. Approval of the April 22, 2021, Town Council Regular Meeting Minutes.

**Motion by Councilmember Bravo to approve agenda item D1; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 5-0.**

2. Approved the April 22, 2021, Town Council Regular Meeting Minutes.

### E. CALL TO THE PUBLIC: No one spoke.

### F. MAYOR and COUNCIL PRESENTATIONS: None.

### G. DISCUSSION AND POSSIBLE ACTION ITEMS:

#### 1. COVID-19 ACTION UPDATE

Jeff Kulaga, Town Manager / Clerk, provided an update from Town staff regarding current Town of Guadalupe COVID-19 positive case rates, scheduled testing, vaccination information, Town service, and steps taken to safeguard public health and safety in response to the Coronavirus.

Mr. Kulaga outlined reasons why COVID-19 conditions have been improving locally, statewide, and nationally. Nevertheless, one in three Americans remain skeptical of the vaccine and oppose wearing masks indoors. Globally, vaccination rates remain low, primarily in poorer countries. The speed of vaccinations is a critical factor.

*Councilmember Osuna joined the meeting.*



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Mr. Kulaga then discussed the trends and data for COVID-19 positive case rates from June 7, 2020 – May 12, 2021 in the Town of Guadalupe. He commended Guadalupe's community partners who recently collaborated to host an event where 250 vaccinations were administered. Vice Mayor Vital added that there will be upcoming vaccination event that will focus on people 12 years and older.

## 2. REOPENING TOWN FACILITIES

Jeff Kulaga, Town Manager / Clerk, provided an update on reopening Town Hall, the Senior Center, permitting private parties and private events at the Mercado, and whether to begin accepting park reservations. Mr. Kulaga outlined various areas of progress that have occurred since the COVID-19 pandemic began. He then discussed areas of consideration concerning the reopening of Town facilities. Upon reopening, Mr. Kulaga emphasized that the Town has no legal standing to enforce any of the recommended COVID-19 protocols and recommendations such as wearing a mask, washing hands, social distancing, and getting vaccinated. The Town is relying on personal responsibility and sound judgment for residents hosting, or participating in, events.

Mr. Kulaga stated that staff recommends the following:

### Town Hall

Reopen on Monday, June 7, 2021, Monday – Friday, 8:00 AM – 5:00 PM.  
Reopen the public restrooms and water fountain in the lobby.  
Require face masks for customers and Town staff.  
Continue hygiene and sanitizing Town Hall.  
Discontinue providing a phone for public use.

### Community Action Program (CAP) office (renovations have been completed)

Reopen on Monday, June 7, 2021.

### Senior Center

Evaluate reopening on July 5, 2021.  
Site Council to review.  
Provide limited programming.  
Complete the walk-in cooler replacement project.

### Fire Department

Continue to provide current level of services and restrict access to the Fire Station.

### Maricopa County Sheriff's Office (MCSO)

Continue to follow MCSO Human Resources direction.

### Public Works

Continue to wear masks and socially distance.

### Cemetery

Continue to remain open 7:00 AM – 4:00 PM, seven days a week.

### Saturday Town maintenance yard/bulk trash

Continue to remain open 7:00 AM – noon or until dumpster is full.

### Party Permits (residential)

Begin issuing party permits on Monday, May 17, 2021.

### Mercado public/private events

Begin taking reservations on Monday, May 17, 2021.





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#### Biehn Park Reservations

Begin taking reservations on Monday, May 17, 2021.

#### Council Meetings

Continue to limit attendance to less than 10 people.

Continue to stream meetings live on FaceBook.

Continue to have Councilmembers attend remotely.

Currently, the Council Chambers is not spatially set up to accommodate for social distancing and the acoustics are poor.

Mr. Kulaga stated that if there are spikes in COVID-19 infection rates, the reopening's and protocols may need to be revisited. The Town received \$791,000 in Cares Act funds that has been incorporated into the Fiscal Year 2021/2022 budget.

Regarding upcoming events, staff recommends the following:

<u>Event Name</u>	<u>Recommendation</u>
Avenida de Arta: 9/17/2021, 10/15/2021	Plan for at least one event
Dia de los Muertos: 11/1/2021 & 11/2/2021	Plan for event
Parade & tree lighting: 11/26/2021	Plan for events
Navidad en Guadalupe: 12/18/2021	Plan for event

Council had initially cancelled the 4<sup>th</sup> of July, 2021 event. Should Council wish to hold that event, given the changing conditions, it may be difficult to find an available pyrotechnic. Mr. Kulaga noted that Avenida del Yaqui will be under construction for the November 26 and December 18, 2021 events, which may impact the parade route.

A Councilmember voiced concern regarding the potential need to close facilities and cancel permitting events in case COVID-19 positivity rates spike. Everyone should be encouraged to get vaccinated. Staff was directed to include language on the permit applications that events may be cancelled at the discretion of the Town should COVID-19 infection rates spike.

A Councilmember requested that permit fees be assessed.

In response to questions, Mr. Kulaga stated that there will be no changes to the reservation process for the Mercado Multi-purpose Room and patio. David Ledyard, Town Attorney, stated that the party permit applications do not include provisions for social distancing. The Council could amend the party permit ordinance to make it more restrictive. Mr. Kulaga stated that the party permit guidelines could be impacted by COVID-19 conditions related to requiring masks and social distancing. He suggested that staff could include safety guidelines with the party permit applications.

**Motion by Councilmember Bravo to approve the staff recommendations to reopen certain Town facilities on Monday, May 17, 2021 and to reopen Town Hall on Monday, June 7, 2021; second by Councilmember Sánchez. Motion passed unanimously 6-0.**

### **3. AMENDMENT NO. 7 TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN MARICOPA COUNTY ADMINISTERED BY ITS HUMAN SERVICES DEPARTMENT AND TOWN OF GUADALUPE FOR COMMUNITY ACTION PROGRAM SERVICES**

Jeff Kulaga, Town Manager / Clerk, stated that staff recommends approval of a contract with Maricopa County to provide the Town of Guadalupe \$23,602 in funding assistance for the Town's Emergency Rental Assistance Program. The contract term for Amendment No. 7 is from April 1, 2021 through June 30, 2021.





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**Motion by Councilmember Bravo to approve agenda item D3; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 6-0.**

Councilmembers authorized the Mayor, or designee, to sign Amendment No. 7 to an Intergovernmental Agreement (C2018-17E) with Maricopa County (County) by and through its Human Services Department and the Town of Guadalupe. The initial contract term began on July 1, 2016, for the provision of crisis case management and financial assistance services through the Town of Guadalupe Community Action Program. The contract term for Amendment No. 7 is from April 1, 2021 through June 30, 2021 with the County providing \$23,602 to the Town for the Emergency Rental Assistance Program. Approval of Amendment No. 7 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of Amendment No. 7.

#### **4. AMENDMENT NO. 7 TO A LEASE AGREEMENT WITH THE MARICOPA COUNTY HEAD START PROGRAM**

Jeff Kulaga, Town Manager / Clerk, stated that staff recommends approval of a contract with Maricopa County for the County to make playground equipment repairs at a cost not to exceed \$19,000 at the Guadalupe Head Start Program playground.

**Motion by Councilmember Soto to approve agenda item D4; second by Councilmember Cota. Motion passed unanimously on a voice vote 6-0.**

Councilmembers approved Amendment No. 7 to a lease agreement (C2019-04A) between the Town of Guadalupe and Maricopa County for the County to make playground equipment repairs at a cost not to exceed \$19,000. The Head Start Program is currently leasing Town-owned property located at 9401 South Avenida del Yaqui. All other terms of the original lease agreement and previous amendments will remain in full force. Approval of Amendment No. 7 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of this Amendment No. 7.

#### **5. CONTRACT – TSG CONSTRUCTORS LLC**

Jeff Kulaga, Town Manager / Clerk, stated that the Town received \$39,000 in grant funding from the Area Agency on Aging to replace the walk-in cooler for the Senior Center. The new unit is ready to be installed, however, the door frame needs to be modified to properly install the walk-in freezer. Staff was unable to obtain more than one quote for this construction work. Staff recommends approval of the quote.

In response to a question, Mr. Kulaga clarified that the area in need of modification is the interior door opening of the building, and not the walk-in freezer unit. This requires structural changes to the size of the door opening, in conjunction with associated electrical and plumbing work.

**Motion by Councilmember Bravo to approve agenda item D5; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 6-0.**

Councilmembers approved awarding a contract (C2021-36) to TSG Constructors LLC, in the amount of \$13,481.72, for the modification of the Senior Center for the proper installation of the replacement walk-in cooler and its freezer door opening.

#### **H. TOWN MANAGERS' COMMENTS**

Jeff Kulaga, Town Manager / Clerk

- The Area Agency on Aging has provided approximately \$8,000 in grant funding to replace tables and chairs in the Senior Center. He commended staff for pursuing funding for the needed replacement of the furniture.
- On Saturday, May 8, 2021, he worked with students from the Arizona Prep Academy to paint over graffiti and tagging along the Highline Canal.



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## I. COUNCILMEMBERS' COMMENTS

### Councilmember Bravo

- o Thanked everyone for enduring the past year.
- o Excited about reopening Town facilities.
- o Continue being careful and get vaccinated, including children.

### Councilmember Soto

- o Thanked viewers for tuning into the meeting.
- o Congratulated school and college graduates. Celebrate responsibly and take care of the elderly.
- o Thanked staff for their work.

### Councilmember Sánchez

- o Community members have expressed concern regarding drive-by shootings within the past couple of weeks. He would like to see follow up from the Maricopa County Sheriff's Office on the incidents.
- o Thanked everyone for enduring the past year.

### Councilmember Osuna

- o Commended the community for keeping their families safe. Continue practicing safety measures during graduation celebrations. Keep wearing a mask and washing hands.

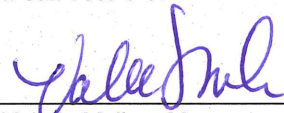
### Vice Mayor Vital

- o Thanked staff for their work.
- o Thanked the community for doing their part during the pandemic.
- o Thanked the Community Action Program staff for distributing food on Tuesdays.
- o Congratulated 2021 graduates.
- o There will be an upcoming vaccination event for people 12 years and older.
- o Stay healthy and safe.

## J. ADJOURNMENT

**Motion by Councilmember Bravo to adjourn the Regular Council Meeting; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 6-0.**

The meeting was adjourned at 7:03 p.m.

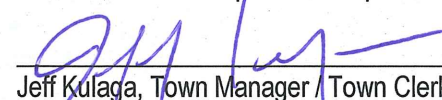
  
Valerie Molina, Mayor

### ATTEST:

  
Jeff Kulaga, Town Manager / Town Clerk

### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the May 13, 2021, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

  
Jeff Kulaga, Town Manager / Town Clerk