

Minutes Regular Town Council Meeting January 11, 2018

Valerie Molina
Mayor

Minutes of the Guadalupe Town Council Meeting held on Thursday, January 11, 2018, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Guadalupe, Arizona, in the Council Chambers.

Anita Cota
Vice Mayor

A. CALL TO ORDER

Mayor Molina called the meeting to order at 6:04 P.M..

Gloria Cota
Councilmember

B. ROLL CALL

Councilmembers Present: Mayor Valerie Molina, Vice Mayor Anita Cota, Councilmember Gloria Cota, Councilmember Elvira Osuna, Councilmember Joe Sanchez, and Councilmember Ricardo Vital

Elvira Osuna
Councilmember

Councilmember Absent: Councilmember Faustino Valenzuela

Joe Sanchez
Councilmember

Staff Present: Jeff Kulaga – Town Manager / Clerk, Bob Thaxton – Finance Director, Nancy Holguin – Community Development Coordinator, Gerardo Moreno – Public Works Director, Wayne Clement – Fire Chief, Veronica Matuz – Senior Center Director, Jennifer Drury – Assistant to the Town Manager, Kay Savard – Deputy Town Clerk, Catalina Alvarez – CAP Director

Faustino Valenzuela
Councilmember

C. INVOCATION/PLEDGE OF ALLEGIANCE

Councilmember Cota provided the invocation. Mayor Molina then led the Pledge of Allegiance.

Ricardo Vital
Councilmember

D. APPROVAL OF MINUTES:

Mayor Molina read an amendment into the record for the December 14, 2017, Town Council Regular Meeting Minutes as follows: On page 2, agenda item G1, regarding a variance for Nature Med, Inc., to revise the title of Adam Baugh from “Applicant” to “Applicant Representative”.

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Approved the minutes of the Regular Town Council Meeting held on December 14, 2017.

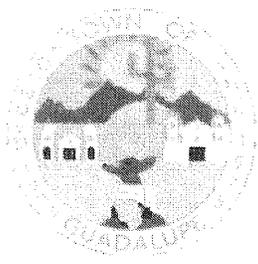
Motion by Councilmember Sanchez to approve the December 14, 2017, Regular Town Council Meeting Minutes as amended; second by Councilmember Vital. Motion passed unanimously 6-0.

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E. CALL TO THE PUBLIC

Antonia Campoy requested assistance concerning vehicle traffic not stopping at a school crosswalk while children are crossing the street near Frank School.

F. MAYOR and COUNCIL PRESENTATION: None.



G. DISCUSSION AND POSSIBLE ACTION ITEM:

1. Approved an expenditure of \$12,500 towards the purchase of a van to be used for Senior Center general services and meal delivery for homebound seniors.

Motion by Councilmember Sanchez to approve agenda item G1; second by Councilmember Vital. Motion passed unanimously 6-0.

2. Approved a Design Services Contract (**Contract #2018-01A**) and a Municipal Aesthetics Funding Agreement (**Contract #2018-01**) between Salt River Project Agricultural Improvement and Power District (SRP) and the Town of Guadalupe for the design of electrical facilities for the conversion of overhead powers lines to underground power lines from Calle Sahuaro to Calle Azteca along Calle Guadalupe, and directed the Town Manager to sign all necessary documents in furtherance of this contract.

In response to questions, Jeff Kulaga, Town Manager / Clerk, stated that the project design will begin when Salt River Project (SRP) receives a signed contract from the Town of Guadalupe (Town); construction is anticipated to begin in October 2018, with a project completion anticipated in January 2019. The Town and SRP will notify residences adjacent to the construction project. The driveways of the adjacent residential properties will not be impacted, nor will this project impact the County Flood Control project that is currently underway.

Mr. Kulaga stated that SRP has provided funding for the purpose of making aesthetic improvements to SRP facilities in the Town. This project will underground power lines. There is an additional location in Town where undergrounding power lines could also occur. The \$100,000 of funding in the SRP Aesthetic Program expires at the end of June, 2018, if not allocated for a project. The funding can only be utilized for SRP facilities, rights-of-ways, and equipment. The cost to the Town will be approximately \$20,000 to remove power line poles and purchase new power poles to be undergrounded. The total project cost is \$220,000. There will be no cost to the Town for street repairs.

Motion by Vice Mayor Cota to approve agenda item G2; second by Councilmember Vital. Motion passed unanimously 6-0.

3. Approved the Mercado Multi-purpose Room Rental Fee schedule policy *as amended*, effective January 15, 2018. Councilmembers reviewed the proposed fee schedule and Mercado Multi-purpose Room Rental Agreement language as follows:

Fee Schedule:

	Hourly Rate:			
Day of Week:	Resident	Non-Resident	Non-Profit	Commercial
Weekday: M, T, W, Th	\$20.00	\$30.00	\$20.00	\$40.00
Weekend: F, Sat, Sun	\$30.00	\$40.00	\$30.00	\$50.00

1. The refundable security deposit increase from \$25.00 to \$50.00.
2. The administration fee remain at \$25.00.
3. The number of tables and chairs to be reserved and used is documented.
4. While the use of tables and chairs is free, a replacement cost for missing or damaged items is \$25.00 per chair and \$50.00 per table.
5. Replacement and repair costs of fixtures and furnishing are the responsibility of the renter and to be determined.

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Elvira Osuna
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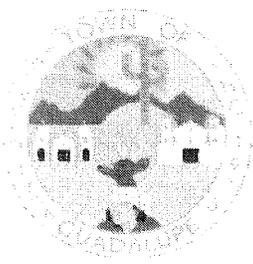
Joe Sanchez
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Faustino Valenzuela
Councilmember

Ricardo Vital
Councilmember

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6. The revised Guadalupe Mercado – Multi-purpose Room Agreement form be utilized.
7. A no waiver of fees policy be established and followed.
8. A Community Partner designation be established to allow for a waiver of fees.

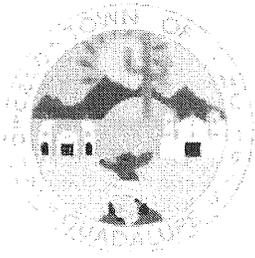
Community Partner:

- Definition: An organization that is an active partner with the Town of Guadalupe providing and / or sharing significant resources including but not limited to the planning, coordination, programming and execution of Town sponsored events.
- Process: Community Partners shall be identified and designated by Town Council annually during a June Council meeting.
- Benefit: Approved Community Partners shall annually be entitled to two events in Mercado Patio and four events in the Multi-purpose Room free of charge.

Rental Agreement language:

1. Enjoy the use of the Multi-purpose Room with diligence, care and kindness.
2. Be responsible for cleaning and repair of any damage that may occur as a result of the use of the facility and provide a \$50 security deposit to guarantee clean up and repair. If the premises are left clean with no damage to room and/or furnishings and no additional clean up or repair is required, the deposit will be refunded within 14 days after the event. Clean up includes removing garbage.
3. Agree to be responsible for the replacement cost of any missing and /or damaged tables, chairs, fixtures and furnishings. Replacement costs: \$25.00 per chair; \$50.00 per table; fixtures and furnishings are to be determined.
4. Pay the applicable hourly fee (two hour minimum) for the use of the Multi-purpose Room.
5. Pay the \$25.00 administration fee when making a reservation. Complimentary one hour set up time and one hour cleanup time offered at no additional cost.
6. End event no later than 9:00 p.m. and vacate room no later than 10:00 p.m.
7. Maintain neighborly and reasonable volumes of music and sound.
8. Assure access to businesses within the Mercado.
9. Return the Multi-purpose Room to the same condition as found and help keep the restroom clean.
10. Understand the following are prohibited:
 - Alcohol, Illegal substances
 - Heavy Kitchen Equipment (grill, fryer)
 - Glass Bottles
 - Weapons, firearms, knives, bats, etc.
 - Tobacco use and smoking inside facility
 - Fireworks/explosives

In response to questions, Mr. Kulaga clarified that the proposed fee schedule and rental agreement apply to the Mercado Multi-purpose Room, and do not include the courtyard. Staff is in the process of reviewing the fee policy for the courtyard. The revised fee schedule includes dynamic pricing. Mr. Kulaga provided an overview of proposed revisions to the fees and rental agreement.



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Councilmembers discussed concerns regarding provision #6 of the Rental Agreement language: to end events at 9:00 p.m., and vacate the room no later than 10:00 p.m.; the financial impact to staff the facility beyond 10:00 p.m.; and, that the goal is to encourage use of the facility.

Councilmembers discussed consideration of including a fee for the rental of the Mercado patio, should events go past 10:00 p.m., for staff overtime costs. Mr. Kulaga stated that staff will take that into consideration when drafting a proposed rental policy for the Mercado courtyard.

Councilmembers asked about provisions to make exceptions for individuals that donate time or materials to the Mercado. Mr. Kulaga stated that community partners have been taken into consideration. He then read the definition of community partners, including the process by which an entity would be considered a community partner, and the proposed room rental benefits provided to community partners. Staff is recommending that community partners be entitled to two events in the Mercado Patio and four events in the Multi-purpose room free of charge. This process will ensure that the facilities are available to other community members to rent. Community partners could be identified by the Town Council as part of the upcoming budget discussions in June.

Councilmembers noted that it would be helpful to establish a list of community partners for entities that support Town sponsored events, and to develop an events calendar. Suggested community partners include the Pascua Yaqui Tribe, United Way, and the Post (American Legion). Mr. Kulaga stated that staff will compile a list of community partners in preparation for a Town Council meeting in June. He noted that, if approved, the proposed fee schedule would be implemented on January 15, 2018.

Councilmembers resumed discussions about the 9:00 p.m. event closing time and suggested consideration of a 10:00 p.m. closing time, which may increase the number of room rentals. Mr. Kulaga noted that the cost of staff overtime would not be an issue, and clarified that no alcohol is allowed on the premises.

Mr. Kulaga received clarification that the Town Council would like to modify event end times as follows:

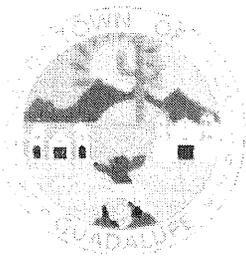
- Monday through Thursday – event end time is 9:00 p.m.; vacate the room by 10:00 p.m.
- Friday through Sunday – event end time is 10:00 p.m.; vacate the room by 11:00 p.m.

Councilmembers then discussed waiving fees for individuals; consistency in waiving fees; extending fee waivers to community partners; and, that Councilmembers will have the ability to consider exceptions to waiving fees. The proposed fee schedule will financially benefit the Mercado and could be considered for other Town facilities.

In response to a question, Mr. Kulaga outlined what the closing times are for community centers that are located in the City of Tempe.

Councilmembers discussed the use of amplified music, which may attract crowds. Mr. Kulaga noted that staff did not include ‘amplified’ in the policy, and instead used the language ‘reasonable volumes of sound’.

Motion by Vice Mayor Cota to approve agenda item G3 as amended, effective January 15, 2018; second by Councilmember Sanchez. Motion passed unanimously 6-0.



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4. Adopted **RESOLUTION NO. R2018.01** to repeal and replace Resolution 2017-01 setting the Town Council meeting dates and times; establishing the posting location for public meeting notices and agendas; and, the establishing the time and location where public meeting notices and agendas may be obtained.

Motion by Councilmember Sanchez to approve agenda item G4; second by Councilmember Vital. Motion passed unanimously 6-0.

5. Approved the November, 2017 check register for claims totaling \$323,328.50.

In response to a question concerning the \$69,000 disbursement to Dibble Engineering, Mr. Kulaga clarified that the amount paid was for multiple months' worth of billings.

Motion by Councilmember Sanchez to approve agenda item G5; second by Councilmember Osuna. Motion passed unanimously 6-0.

6. Approved the December, 2017 check register for claims totaling \$768,869.09.

Motion by Vice Mayor Cota to approve agenda item G6; second by Councilmember Osuna. Motion passed unanimously 6-0.

H. TOWN MANAGER'S REPORT

Jeff Kulaga, Town Manager / Clerk, congratulated Veronica Matuz, on her promotion as the Senior Center Director.

I. COUNCILS' COMMENTS

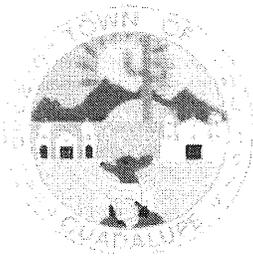
- Councilmember Osuna
Discussed a recent tragedy concerning a Town employee.
- Councilmember Cota
Thanked staff for attending the meeting.
- Vice Mayor Cota
Thanked staff for attending the meeting.
She has received complaints regarding stray dogs in neighborhoods and an individual burning materials.

Daniel Beck, Sheriff Deputy, outlined the number and nature of contacts that the Sheriff's Department has had with the individual burning materials.

- Vice Mayor Cota *continued*
Asked about the Senior Center participation rate on Friday's.

Veronica Matuz, Senior Center Director, stated that the Senior Center participation rate on Friday's is lower than normal but that she expects the participation rate to increase.

- Councilmember Sanchez
He has received complaints regarding stray and unleashed dogs attacking cats.
He is concerned about potholes in Town.
He thanked the Sheriff's office for their work.
- Councilmember Vital
Congratulated Veronica Matuz on her promotion to Senior Center Director.
He is concerned about vandalism activity.
February 10, 2018 – Community Garden event.



- Mayor Molina
 - Thanked staff for attending the meeting.
 - Wished everyone a Happy New Year.
 - February 10, 2018 – Dia de Guadalupe event, Biehn Park.
 - Thanked Jeff Kulaga, Town Manager / Clerk for his work.

J. ADJOURNMENT

Motion by Councilmember Sanchez to adjourn the meeting; second by Councilmember Vital. Motion passed unanimously 6-0.

Meeting adjourned at 6:45 p.m.

Valerie Molina
Mayor

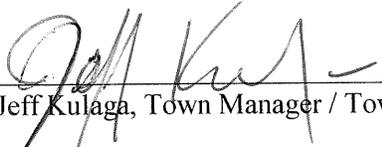


Valerie Molina, Mayor

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Councilmember

ATTEST:



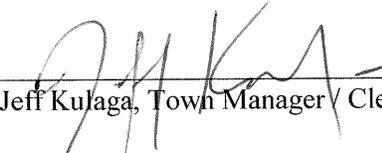
Jeff Kulaga, Town Manager / Town Clerk

Elvira Osuna
Councilmember

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Town Council Meeting of the Town Council of Guadalupe, Arizona held on the 11th day of January, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Joe Sanchez
Councilmember



Jeff Kulaga, Town Manager / Clerk

Faustino Valenzuela
Councilmember

Ricardo Vital
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