

Minutes Town Council Regular Meeting April 12, 2018

Valerie Molina
Mayor

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, April 12, 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 6:00 P.M.

Gloria Cota
Councilmember

B. ROLL CALL
Councilmembers Present: Mayor Valerie Molina, Vice Mayor Anita Cota, Councilmember Gloria Cota, Councilmember Joe Sanchez, and Councilmember Faustino Valenzuela

Elvira Osuna
Councilmember

Councilmembers Absent: Councilmember Elvira Osuna, Councilmember Ricardo Vital

Staff Present: Jeff Kulaga – Town Manager / Clerk, Bob Thaxton – Finance Director, Wayne Clement – Fire Chief, Gerardo Moreno – Public Works Director, Jennifer Drury – Assistant to the Town Manager, Catalina Alvarez – CAP Director, Kay Savard – Deputy Town Clerk, and Dave Ledyard – Town Attorney

Joe Sanchez
Councilmember

C. INVOCATION/PLEDGE OF ALLEGIANCE
Vice Mayor Cota led the invocation. Mayor Molina called upon members of the Conrado F. Bilducia American Legion Post 124 to lead the Pledge of Allegiance.

Faustino Valenzuela
Councilmember

D. APPROVAL OF MINUTES:

1. **Motion by Vice Mayor Cota to approve the March 15, 2018, Town Council Special Meeting minutes; second by Councilmember Cota. Motion passed unanimously 5-0.**

Approved the minutes of the Town Council Special Meeting held on March 15, 2018.

Ricardo Vital
Councilmember

2. **Motion by Councilmember Sanchez to approve the March 22, 2018, Town Council Regular Meeting minutes; second by Councilmember Cota. Motion passed unanimously 5-0.**

Approved the minutes of the Town Council Regular Meeting held on March 22, 2018.

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results available at
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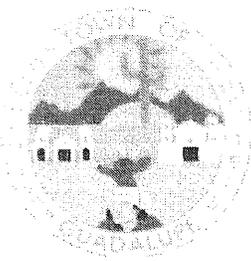
E. CALL TO THE PUBLIC

Mayor Molina called up Frank Elementary School students to read a proclamation regarding Children & Youth Month. Mayor Molina then read a proclamation declaring Children and Youth Month and April 27, 2018, as Dia de Los Niños in Guadalupe, Arizona.

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F. MAYOR and COUNCIL PRESENTATIONS

Mayor Molina invited First Things First East Maricopa Regional Partnership Councilmember Lynn Hockenberger, to the podium. Councilmember Hockenberger thanked the Town Council for their acknowledgement of First Things First. She outlined the purpose of First Things First; and discussed how the Week of the Young Child is an annual celebration sponsored by the National Association for Education of Young Children.



Mayor Molina read a First Things First Proclamation, declaring April 16 – 20, 2018, as Week of the Young Child in Guadalupe, Arizona.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. TOWN OF GUADALUPE RECYCLING PERFORMANCE REPORT: Waste Management staff presented a recycling performance report for the Town of Guadalupe.

Mayor Molina called up Clark Landrum, Waste Management Public Sector Solutions Manager, to provide a slide presentation regarding the performance of recycling in the Town of Guadalupe. Mr. Landrum provided examples of problematic materials in the recycling process; the changing environment of the recycling process and market demand; recycling trends and audit statistics for the Town of Guadalupe (Guadalupe); and, recycling marketing and education tools. Mr. Landrum noted that the average contamination rate for Guadalupe is 39.6%; and, that the contamination rate goal is under 25%. He concluded by presenting a suggested action plan.

Councilmembers discussed the need to improve the recycling contamination rate in Guadalupe; and, a desire to provide educational materials at events such as d Dia de Los Niños.

A member of the public suggested that the Town of Guadalupe provide recycling educational information to residents.

2. LEASE AGREEMENT: Councilmembers reviewed and approved a 25 year lease agreement at an annual rate of \$1.00 per year, with a 25 year subsequent extension, between the Conrado F. Bilducia American Legion Post 124 and the Town of Guadalupe for the Guad Building, 8419 S. Avenida del Yaqui, Guadalupe, Arizona and authorized the Mayor to sign this lease agreement. **(Contract #2018-09)**

Jeff Kulaga, Town Manager / Clerk, thanked members of the Conrado F. Bilducia American Legion Post 124 (Legion Post 124) for their participation in negotiating the proposed lease agreement for the Guad Building. Mr. Kulaga outlined the lease agreement terms and noted that there are performance measures for the Legion Post 124 and obligations for the Town of Guadalupe that are included in the agreement. Staff recommends approval of the lease agreement.

Legion Post 124 member, Ralph Cota, thanked the Town Council and Town staff for their participation in the lease agreement process.

Motion by Vice Mayor Cota to approve agenda item G2; second by Councilmember Sanchez. Motion passed unanimously 5-0.

Legion Post 124 members reiterated their appreciation for completion of the lease agreement.

3. PUBLIC HEARING: Councilmembers continued the public hearing for a conditional use permit to the May 10, 2018, Regular Council Meeting, scheduled for 6:00 p.m., to locate a mobile home on the 5447 and 5449 East Calle Encinas properties, zoned R1-6 Residential.

The public hearing was opened.

The applicant representative stated that the existing lot has plumbing and electricity. There is a family member that resides at this location that requires assistance.

In response to questions concerning the process, David Ledyard, Town Attorney, advised Councilmembers to leave the public hearing open during the discussion and consideration portion of this agenda item.

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Vice Mayor

Gloria Cota
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Elvira Osuna
Councilmember

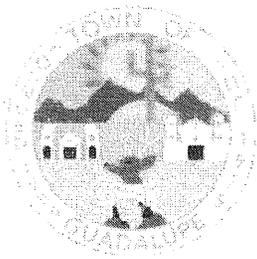
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In response to questions, Mr. Kulaga, stated that the conditional use permit request does not currently conform to the Town Code. Areas of concern include that the request is for a mobile home to straddle two separate, residential lots; and, that a mobile home does not conform to R1-6 zoning requirements in the Town Code. There may be an opportunity to create a flag lot to reconfigure how the lots are situated to better reflect what is being proposed, which is accommodating a manufactured home on a property that has an existing home. Further exploration of this option is needed.

Councilmembers noted that the Town Code was established in 1995, which was after the placement of many homes in the community. Additional time will be needed to find a solution to this request.

In response to questions, Mr. Ledyard stated that combining the two lots into one lot would remain in violation of the Town Code. In 1995, Councilmembers wanted to limit the number of manufactured homes, particularly in backyards. He noted that it is unclear what the zoning requirements were prior to the Town being incorporated, when the Town was considered county property. A flag lot may be an option, which may still require a variance. Additional time would be needed to explore the options.

Councilmembers discussed their desire to work within the perimeters of the Town Code and the existing lots.

In response to a question regarding the applicant's timeline, the applicant stated that the family would like to be able to move onto the property by July.

Mayor Molina commended the applicant for following the process.

Mr. Ledyard advised Councilmembers that, due to (legal) advertising requirements, to continue the public hearing to the May 10, 2018 Regular Council Meeting, scheduled for 6:00 p.m., rather than to table agenda item G3.

The public hearing was closed.

Motion by Vice Mayor Cota to continue the public hearing for a request for a conditional use permit, agenda item G3, to the May 10, 2018, Regular Council Meeting, scheduled for 6:00 p.m.; second by Councilmember Valenzuela. Motion passed unanimously 5-0.

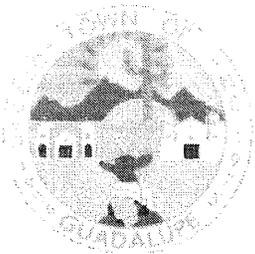
4. **USE PERMIT:** Councilmembers continued a conditional use permit request for a mobile home to be located on the properties of 5447 and 5449 East Calle Encinas, to the Mayo 10, 2018 Regular Council Meeting, scheduled for 6:00 p.m..

Motion by Vice Mayor Cota to continue a request for a conditional use permit, agenda item G4, to the May 10, 2018 Regular Council Meeting, scheduled for 6:00 p.m.; second by Councilmember Sanchez. Motion passed unanimously 5-0.

5. **AMENDMENT No. 1 to IGA2017A018:** Councilmembers approved Amendment No.1 to an intergovernmental agreement with the Maricopa County Flood Control District for the Calle Saharo Project, and authorized the Mayor to sign all necessary documents in furtherance of this amendment. **(Contract #2018-10)**

Jeff Kulaga, Town Manager / Clerk, stated that this amendment to an intergovernmental agreement (IGA) for the Calle Saharo Project extends the construction deadline in the IGA from July 1, 2018 to September 30, 2018. The IGA extension better meets the construction schedule and allows the County to pay for additional construction costs.

Motion by Councilmember Sanchez to approve agenda item G5; second by Vice Mayor Cota. Motion passed unanimously 5-0.



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6. **RESOLUTION NO. R2018.07:** Councilmembers adopted **RESOLUTION NO. 2018.07**, a Call of Election, announcing that the Town of Guadalupe Primary Election will be held on Tuesday, August 28, 2018. There will be one open seat for Mayor and three open seats for Councilmember on the ballot.

There was no discussion on agenda item G6.

Motion by Vice Mayor Cota to approve agenda item G6; second by Councilmember Cota. Motion passed unanimously 5-0.

7. **RESOLUTION NO. R2018.08:** Councilmembers adopted **RESOLUTION NO. R2018.08**, the Federal Transit Authority drug test policy for employees that drive vans used for Senior Center general services and meal delivery for homebound seniors.

Jeff Kulaga, Town Manager / Clerk, stated that a requirement of receiving grant funding from the Federal Transit Authority (FTA) for senior center vans is that the Town adopt a policy to perform random alcohol and drug tests annually on employees that drive the vans. The Town has contracted with an alcohol and drug testing firm, which should not exceed \$1,000 annually.

Motion by Councilmember Sanchez to approve agenda item G7; second by Vice Mayor Cota. Motion passed unanimously 5-0.

8. **COUNCIL PRIORITIES:** Councilmembers approved the Guadalupe Priority Plan.

Jeff Kulaga, Town Manager / Clerk, noted that recycling and Town beautification is included in the visioning plan for the Town of Guadalupe. The purpose of the Guadalupe Priority Plan (Plan) is for staff to use the Plan, which emphasizes economic development, community partnerships, and public safety, as a point of reference for what the community values.

Mayor Molina extended her thanks to the facilitators of this process.

In response to a question, Mr. Kulaga stated that the Guadalupe Priority Plan will be posted on the Town's website.

Councilmembers suggested that the Guadalupe Priority Plan be available at the Dia de Los Niños event and posted in the Senior Center; and, that the same concept could be used with youth and seniors; and, that a needs assessment could also be an area of consideration.

Motion by Vice Mayor Cota to approve agenda item G8; second by Councilmember Sanchez. Motion passed unanimously 5-0.

9. **APPROVAL of CLAIMS:** Councilmembers approved the check register for March, 2018, totaling \$388,052.46.

There was no discussion on agenda item G9.

Motion by Councilmember Sanchez to approve agenda item G9; second by Vice Mayor Cota. Motion passed unanimously 5-0.

10. ~~**TOWN COURT ANNUAL REPORT**~~ *This item was removed/deleted at the request of Town staff.*

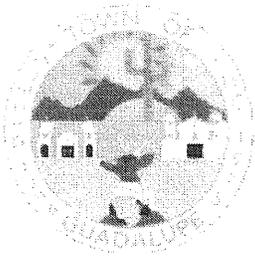
H. TOWN MANAGER'S REPORT

Jeff Kulaga, Town Manager / Clerk, reported that there will be a car show on Sunday, April 15, 2018. Staff will be available at the event.

I. COUNCILS' COMMENTS

Councilmember Valenzuela

➤ Thanked staff members for attending the meeting.



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Councilmember Sanchez

- Noted that there was a reduction in firework activity over the Easter holiday.

Councilmember Cota

- Thanked staff members for attending the meeting.

Vice Mayor Cota

- Thanked staff members for attending the meeting.
- Thanked staff for their clean-up efforts after the Easter event.
- Friday, April 27, 2018 – Dia de Niño event, Biehn Park.

Mayor Molina

- Thanked staff members for their first aid and clean-up efforts after a recent event.
- Would like staff to explore the Green Fence Initiative by having the Town use less paper.

J. ADJOURNMENT

Motion by Vice Mayor Cota to adjourn; second by Councilmember Sanchez. Motion passed unanimously 5-0.

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

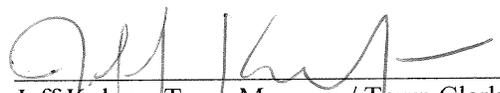

Valerie Molina, Mayor

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 Regular Town Council Meeting of the Town Council of Guadalupe, Arizona held on the 12th day of April, 2018. I further certify the meeting was duly called and held and that a quorum was present.


Jeff Kulaga, Town Manager / Town Clerk

Approved by the Town Council on April 26, 2018.