



**TOWN OF FOUNTAIN HILLS
MINUTES OF THE REGULAR MEETING OF THE
MCDOWELL MOUNTAIN PRESERVATION COMMISSION
APRIL 26, 2016**

AGENDA ITEM #1: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

A public meeting of the McDowell Mountain Preservation Commission was convened and called to order by Chair Bill Myers at 4:56 p.m., Tuesday, April 26, 2016 in the Navajo Room at the Community Center, located at 13001 N. La Montana Drive, Fountain Hills, Arizona.

AGENDA ITEM #2: ROLL CALL

Present at roll call were Chair Bill Myers, Vice-Chair Tom Barberic, Commissioners Tom Aiello, Bill Craig, Klaus Schadle and Ken Thornton. Absent at roll call was Commissioner Stan Ruden. Staff members present were Director Mark Mayer and Executive Assistant Jennifer Lyons.

AGENDA ITEM #3: CALL TO THE PUBLIC

No one from the public wished to speak.

AGENDA ITEM #4: CONSIDERATION OF APPROVING THE MARCH 22, 2016 MEETING MINUTES

Commissioner Schadle made a motion to accept the minutes of the March 22, 2016 meeting, Vice-Chair Barberic seconded and the motion passed by unanimous vote.

Chair Myers commented on the following items on the minutes:

- Director Mayer will address the following items that Chair Myers commented on later on in the agenda regarding the trailhead: fill material, the Final Settlement Agreement 7.1.3(ii), specifically where MCO and the Town agree on a construction schedule (Construction Coordination Agreement) and also temporary and permanent utilities.
- Depending on construction they, referring to MCO, are not obligated to put the road in until they pull a certificate of occupancy on Phase II. – Chair Myers thinks this should be Phase I. Commissioner Schadle indicated it was when a COO was issued regardless of the phase. Director Mayer will verify.
- A salvage yard for plants will be established on site. Chair Myers suggested establishing the salvage yard just off site, since most of the place will be either cut or filled. Director Mayer clarified the architect will locate it where it won't be within the footprint.
- J2 legal agreement status – Director Mayer has and is reviewing.
- Director Mayer clarified that J2 will have a separate contract to take plans from 95% to 100%.

AGENDA ITEM #5: DISCUSSION OF THE TOWN'S PROCUREMENT POLICY

Director Mayer and Executive Assistant Jennifer Lyons gave an overview of the procurement policy.

- 14 step process that goes to the Town Attorney's office, the Finance Department and then back again.
- We cannot spend anything other than our Pcards until we have a PO.

- The PO gives authorization to spend the money and that has to be in place before we can purchase that particular commodity or item.
- Finance Department has told us, if we send something to them that does not have preauthorization such as a PO, they will not pay for it.
- Before you purchase anything and are seeking reimbursement for it, you have to go through us for authorization before you spend that money or you run the risk of paying for yourself.
- If you are going to buy something, first it needs to be authorized by this group (MMPC) because the spending comes out of what was budgeted for this group and secondly we need to go through that Procurement Process.
- For a commodity under \$3,000.00, a requisition can be made as long as it is in the budget and must have pricing before a requisition can be put in.
- Services, we have to get bids. We put together a scope of work, it goes out to the attorney to make sure everything is in line and then when that comes back, it gets sent out to vendors to get at least three bids. Then those come back to us, we put through all the channels to get signed, then it goes to Accounting to post it and finally a requisition can be put in.
- If you have a preferred vendor, you can provide justification for that, but it can get kicked back if the justification isn't valid enough.
- We have gone out and gotten contracts for things like routine electric repairs, concrete work for sidewalks and art bases and things like that, but the problem is all the different departments draw off of that, so you don't know the status of that account or how much money is left.
- All vendors must have a Fountain Hills business license.

AGENDA ITEM #6: UPDATE ON THE 2016 OBJECTIVES

Commissioners gave an update of the objectives that have had something done in the last month.

- QR codes are all installed and the corrections have been done.
- Maps – we have half a dozen changes that will be done mid-summer.
- Fair ideas were discussed regarding possibility of using pop-ups that run around \$200.00 or using the portable booth the Town uses for the Cities and Towns Conference and bridal fairs.
- Trail counters are all in, but there is one that needs to be repaired. Now we are going to have a baseline so when the trail gets put in, Chair Myers anticipates a great big surge.
- 1.8 million is dedicated to the preserve for the 2016-2017 budget plus about 476,000 in CIP money. It comes out to about 2.3 million, which would build everything and still give us a 10-15% contingency. That builds the restrooms, the picnic ramada and everything else. The CIP still needs to go through the budget process. The only discretionary money is the CIP funds.
- Recognition of the Conservancy – about two weeks ago there was a recognition dinner for all volunteers of the Town. There were about 16-17 guys that built the trails and Commissioner Craig was able to hand out pins to those guys. Trailblazers got one of the Outstanding Achievement Awards.

AGENDA ITEM #7: UPDATE ON THE MARCH 28, 2016 AND APRIL 25, 2016 COMMUNITY SERVICES ADVISORY COMMISSION MEETINGS

Director Mayer reported that the new Chair is Sherm Abrahamson and new Vice-Chair is Jim Judge. Both have experience serving on the Senior Services Advisory Commission for a number of years. He (Chair Abrahamson) wants to take it in a little different direction. In the past if we had items that we felt were going to take a lot of research we would form work groups. They would pull some information together and share it with the group as a whole. They in turn would make a recommendation to us and the

Council on how to handle things. That's included things like tennis courts when we had issues with how we doled out space to folks because there was never enough. It included now two sets of repairs at the dog park and how we were going to deal with the barking dog issues. Most recently was working out an agreement with TLC and the way they were utilizing space at the Community Center.

AGENDA ITEM #8: DISCUSSION OF THE 2015-2016 MMPC YEAR TO DATE BUDGET

Director Mayer, explained that this budget includes the category of both the Parks and Rec Trails/Open Space. It includes everything from maintaining a certain portion of the grounds up at Eagle's Nest entrance, which includes the parking lot area, utilities on the restroom, maintenance of the plantings and water that is used for that and portions of the sewer and electrical bills. The overall budget was \$10,258. A lot of those costs, especially some of the bigger items were ground maintenance for \$2,000 and electrical expense for \$2,200. Very little of what's in here is discretionary. There are some funds left, for instance, when Commissioner Craig asked about funding for the caps. We had food and beverage supplies we used to use when we did the kid's hikes and we haven't done that in a couple of years but was still in the budget. That was \$120.00 and Director Mayer knew we weren't going to spend that, so he advised Commissioner Craig we could use that to partially cover the cost of the hats. Small tools has \$189.00 left. Printing expenses we have \$147.00 left. We've spent \$6,744.00 which leaves \$3,168.46, but a lot of that is tied up in some of those accounts like electricity. There are a few accounts in here that are specific to this group that have any dollars left and the typical amounts are fairly small. Each month we can highlight the (MMPC) line items and pass them out at the Commission meeting.

Director Mayer passed out the 2016-207 proposed budget the Commission had submitted and stated that everything was approved with one exception which was the attorney's time and expenses to create the layers to protect the Preserve. Director Mayer explained that if we could get the information from Scottsdale on how they protected theirs, we could supply that to the Town Attorney. The Town Manager has no issue with us doing that and having the Town Attorney doing the necessary work without calling it out in the budget. We have the funds available within the Town to cover that. If you take the \$2,200 (attorney's fees) off (the proposed MMPC budget of \$9,700) you are at \$7,500. *This item was discussed before item 12*

AGENDA ITEM #9: UPDATE ON THE SIGNS FOR THE ANDREWS-KINSEY TRAIL

Chair Myers declared that all 55 signs are up except the ones for the trailhead and they will be put up a little later.

AGENDA ITEM #10: UPDATE ON THE SONORAN CONSERVANCY

Only update is the East Loop Sonoran Trail which was covered under Agenda Item #11.

AGENDA ITEM #11: UPDATE ON THE EAST LOOP SONORAN TRAIL

Commissioner Craig reported that after this coming Saturday, he will give to the Council or to Director Mayer approximately the number of hours they have spent and the amount of territory they have covered. We have built over a mile of trail and have not connected at either end. The projection is that we will be ready by next season to be able to make connections and we will talk at that time in terms of whether we want to do that or wait for the trailhead to open. Commission Craig stated he is pretty much making the decision to make one loop as opposed to two loops, due to the places that would be more advisable to make a connection. Two loops will still allow for short and longer loops that people can choose. Commissioner Craig clarified for Commissioner Schadle that there will be two loops instead of three, but there will be just one connection between the East Loop and the Sonoran Trail.

AGENDA ITEM #12: UPDATE ON ADERO CANYON

- Fill Material – we came up with a one page letter to Jeremy from MCO, saying we would love to get the material. There was one particular lot that we suggested and he (Jeremy with MCO) was agreeable to, but the problem was it was going to put him over on disturbance because he would have to clear the lot. He had two issues, one was removal of the plants and the second was with re-grading the site, he was affecting his area of disturbance which is a requirement of the Town, not just for the particular lot but for the whole subdivision. We agreed that because he was facilitating something for the Town and it was at our request that we would waive that, not only for the lot but for the overall subdivision. Dirt hauling started a couple weeks ago and should finish this week. We had asked originally for 8,800 cubic yards, but the question was, whether or not it was compacted or un-compacted. We found that it was compacted, so we actually needed to bring in between 11,000-12,000 cubic yards. Director Mayer verified with the architect, then let Francisco (Project Supervisor for MCO) know and it is Director Mayer’s understanding that’s exactly what we are going to get. The other thing we asked was that we have somebody from Town staff be up there and check on the material to make sure it was suitable for our purposes. We have done that through our Engineering Inspector (Allen Bryan) and he indicated that the material we are getting is actually better than he anticipated. This saves us almost \$100,000.
- The J2 contract for the Environmental Assessment and the Cultural Assessment as well as the survey work have been done. They started last week with the Archeological Assessment and are probably within another week or two of doing the survey work. The 18-24 month time clock that they have given us is now ticking. The other things will be done after we get the rest of the money July 1st, but that will not hold them up at all from taking the plans from 95% to 100%. That’s why we picked those two items because they had longer lead times and he needs that information before he can start on the 95% to 100% plans.

AGENDA ITEM #13: CONSIDERATION OF ADJOURNMENT

Chair Myers made a motion to adjourn at 5:50 p.m., Commissioner Thornton seconded and the motion passed by unanimous vote.

McDowell Mountain Preservation Commission

By: _____
Bill Myers, Chair

Reviewed by: _____
Mark C. Mayer, Director of Community Services

Prepared by:

Jennifer Lyons, Executive Assistant

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the McDowell Mountain Preservation Commission Meeting held on April 26, 2016. I further certify that the meeting as duly called and that a quorum was present.

By:

Jennifer Lyons, Executive Assistant

Dated this 4th day of April 2016

McDowell Mountain Preservation Commission

Proposed 2016-2017 Budget

<u>Item</u>	<u>Description</u>	<u>Estimated Cost</u>
1	2000- 12 fold maps/flyers of Preserve Trails-- \$350 per 1000	\$ 750
2	1000- Fountain Hills & Connecting Trails maps--\$350 per 1000	\$ 350
3	Various copies, emails, tools (5 rogues, 3 picks, etc.), McDowell Mountain Month items, Town Fair items e.g. banner, Preserve Pictures.etc	\$1,800
4	Attorney time and expenses: a) Preserve the Preserve b) 5 layers of Preserve Protection	\$2,200
5	3 minute video loop on the Preserve by professional	\$1,300
6	Better map holders to protect against rain etc.	\$800
7	<u>Signage for the East Loop Sonoran Trail</u>	<u>\$2,500</u>
Total 2016-2017 Budget Request		\$ 9,700

This request assumes there are funds in the \$1.9MM Trailhead included in the 16-17 budget for Trail opening items, and other items in connection with the Preserve Trailhead.

Submitted by: McDowell Mountain Preservation Commission