

**MINUTES OF THE
REGULAR MEETING OF THE COMMON
COUNCIL OF THE TOWN OF STAR VALLEY**

**Tuesday, April 7, 2020 at 4:00 pm
3675 East Highway 260, Star Valley, AZ
(Star Valley Town Hall)**

The Agenda for the meeting is as follows:

- PRAYER was offered by Vice Mayor Andy McKinney.
- PLEDGE OF ALLEGIANCE
Mayor Coon decided to omit the Pledge while council meetings are held telephonically.
- CALL TO ORDER
- ROLL CALL:
Vice Mayor McKinney X, Council Member Davis X, Council Member Armington X,
Council Member Binney Absent, Council Member Rappaport X, Council Member
McDaniel X, Mayor Coon X. **Council Members appeared telephonically.**

- **CONSENT AGENDA ITEMS:**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item will be removed from the Consent Agenda and voted on separately.

A. Approval of the minutes from the Regular Council Meeting held on March 17, 2020.

B. Approval of Claims Payable from March 16, 2020 through March 31, 2020 for the General Fund and for the Water Department.

A motion to approve consent agenda items A and B was made by Council Member Davis and was seconded by Council Member McDaniel.

A roll call vote was taken:

Vice Mayor McKinney X, Council Member Davis X, Council Member Armington X, Council Member Binney Absent, Council Member Rappaport X, Council Member McDaniel X, Mayor Coon X.

The motion was voted on and passed 6 - 0.

- **PROCLAMATION:**

1. Proclaiming May 7, 2020 as the National Day of Prayer.

Town Clerk Chapin read the Proclamation.

- **DISCUSSION ITEMS:**

- 1. Discussion and possible action regarding selection of an engineer for CDBG #133-20 Moonlight Subdivision Pipeline Replacement Project.**

Mayor Coon reported the qualifications for the two engineering firms were reviewed by four participants and a copy of the qualifications and evaluations for consideration have been provided to council. Finance Administrator Nutt explained this is the phase of the CDBG project where qualifications are requested to be provided to the Town from engineering firms in order to move into the design phase of the project. She requested the engineering qualifications both through a list serve process in which she sent documents to ten firms and also by advertising in the local newspaper for any firms that would be researching there. Ms. Nutt reported she received two responses back, one from NCS Engineers and one Rick Engineering. Both of those packets were reviewed by the four member Review Committee that individually tallied their scores sheets. She then received the score sheets from the reviewers and compiled them into the quick review count that is included in the packet along with the two packets provided by the firms. Ms. Nutt reported Rick Engineering scored 404 points and NCS scored 332 points. Once council selects an engineer to move into negotiations with, Mr. Grier will speak with the engineering firm the council selects to receive a bid process and enter into negotiations with that engineer. If Mr. Grier is successful in doing so, concluded Ms. Nutt, council will be provided with an update and the design phase of the project will move forward.

Vice Mayor McKinney pointed out he noticed several zeros on the NCS score card, and he would like clarification. Queried Vice Mayor McKinney – Does the zero represent a low score or no score? Town Manager Grier answered he thinks probably both and that likely the applicant didn't provide the requested information. Council Member Davis stated that Rick Engineering has come out above and there is no question about who to award the contract to. Mr. Grier stated he understands there are some council members that haven't been through this drill before. Mr. Grier then explained what he calls a very odd process. As part of the bid process, the firms don't give the amount they are going to charge the Town for the project. Once a firm is selected, he negotiates what the cost is going to be. If the Town and the firm can't come to terms, then he goes to the second firm and negotiates with them. Mr. Grier pointed out that he can't go to the second firm and then go back to the first firm.

A motion to select Rick Engineering as the engineering firm to enter into negotiations with the Town Manager and authorize the Town Manager to negotiate and possibly enter into a contract with Rick Engineering for engineering services for the CDBG #133-20 project was made by Council Member Davis and was seconded by Council Member Rappaport.

A roll call vote was taken:

Vice Mayor McKinney Yes, Council Member Davis Yes , Council Member Armington Yes , Council Member Binney Absent , Council Member Rappaport Yes , Council Member McDaniel Yes , Mayor Coon Yes .

The motion was voted on and passed 6 – 0.

Council Member Rappaport thanked Finance Administrator Nutt for recruiting the firms. There were two business plans that were textbook, pointed out Council Member Rappaport. Ms. Nutt responded she will pass that along. Council Member Rappaport questioned if the Moonlight project from start to finish would be eight months. Ms. Nutt answered the timeline she has is less than that. There are several more phases, explained Ms. Nutt, the design phase and advertising for a contracting company. The Town will be selecting a contractor based on a competitive bid process. Ms. Nutt stated the Town feels it is a very fast moving project, basically digging a trench and dropping in a new pipeline. It will move

extremely quickly in the construction phase, concluded Ms. Nutt, and she does not see it taking eight months. Town Manager Grier added times are strange and who knows what hurdles the Town may have with Arizona Department of Housing or with contractors. It is the pace we would like to move it along, concluded Mr. Grier.

- **COMMENTS FROM THE PUBLIC**

During this portion of the meeting, members of the public may address the Town Council on items that are not on the printed agenda. Any remarks shall be addressed to the Council as a whole and not to any individual member. Speakers are limited to three (3) minutes per person unless additional time is granted by the Mayor. The Council may not discuss or act upon matters raised during public comments.

There was no public in attendance and the Mayor closed this portion of the meeting.

- **ADJOURNMENT**

A motion to adjourn the meeting was made by Council Member Davis and was seconded by Council Member Rappaport. The motion was voted on and passed 6 – 0.

APPROVED:

Gary Coon, Mayor

Date: _____

ATTEST:

Eddie Chapin, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Star Valley held on the 7th day of April 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9th day of April 2020.

Eddie Chapin, Town Clerk