

COUNCIL MEETING AGENDA

TUESDAY, SEPTEMBER 9, 2014

Members may attend in person or by telephone

Ed Foster, Mayor
Michael Jewitt, Vice Mayor

Carol Kelley
Mark Orgeron
Monica Timberlake

Norma Crooks
Mary Scott

**Quartzsite Town Hall
Council Chambers
465 North Plymouth Avenue
Quartzsite, Arizona**

**Regular Meeting
7:00 p.m.**

SPEAKING TO THE COUNCIL

If you are interested in speaking to the Council during Public Hearings, Communications from Citizens, or other designated agenda items, you must fill out a speaker card (located on the table inside the front entrance to the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting. Each individual will be limited to three (3) minutes for their remarks.

All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly, will be asked to leave.

CELL PHONES AND RECORDING DEVICES

As a courtesy to others please turn off or silence all cell phones or pagers. Reporters or others with recording devices are requested to be staged at the back of the public seating area in order not to interfere with the meeting.

***The times listed for agenda items are estimated.
Items may be discussed earlier or in a different sequence.***

Est. Time	AGENDA ITEM	COUNCIL ACTION
7:00	CALL TO ORDER OF REGULAR MEETING	
7:00 – 7:05	INVOCATION AND PLEDGE OF ALLEGIANCE <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
7:05 – 7:06	ROLL CALL	
7:06 – 7:07	APPROVAL/AMENDMENT OF AGENDA	Discussion, possible action by MOTION.
	PRESENTATIONS; PROCLAMATIONS	

7:07 – 7:10	1.	PROCLAMATION – National Alcohol & Drug Addiction Recovery Month – September 2014.	
7:10 – 7:15		CONSENT AGENDA <i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i>	
	2-a.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 37848 - 37907, totaling \$149,138.53.	Discussion; possible action by MOTION; may be acted upon with single motion.
	2-b.	MINUTES – Consider approval of the minutes of the Regular Meeting of August 26, 2014.	Discussion; possible action by MOTION; may be acted upon with single motion.
	2-c.	HI JOLLY CEMETERY REGULATIONS – Review and possible approval of an amended Hi Jolly Cemetery Regulations Form to include the placement of flowers as an allowable decorative item.	Discussion; possible action by MOTION; may be acted upon with single motion.
		ADMINISTRATIVE ITEMS <i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i>	
7:15 – 7:20	3.	HI JOLLY CEMETERY TRANSFER OF OWNERSHIP FORM – Discussion and possible approval of a new administrative form for the transfer of ownership of gravesites at the Hi Jolly Cemetery.	Discussion, possible action by MOTION.

7:20 – 7:35	4.	CONDITIONAL USE PERMIT - Discussion and possible action to approve CUP 14-02: Location: 308 Scott Lane, Quartzsite, AZ, 85346. APN: 306-27-020C. Applicant: Annette King. Request: Conditional Use to comply with Town Zoning Codes for the purpose of establishing an RV park with 14 maximum spaces.	Discussion, possible action by MOTION.
7:35 – 8:00	5.	ETHICS CODE COMPLAINT AGAINST MAYOR FOSTER – Review of recommendations of Ad Hoc Ethics Committee and possible disciplinary action related to alleged violations of the Ethics Code: use of Town letterhead, failure to sign documents, written attacks on individuals, and written attacks on members of the Town Council.	Discussion, possible action by MOTION.
		COMMUNICATIONS	
8:00 – 8:05	6.	Announcements and Reports from the MAYOR on current events.	
8:05 – 8:10	7.	Announcements and Reports from the COUNCIL on current events.	
8:10 – 8:15	8.	Reports from the TOWN MANAGER to the Council.	
8:15 – 8:30		COMMUNICATIONS FROM CITIZENS <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. There is a 3 minute limit for each speaker. The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	
8:30		ADJOURN	MOTION to adjourn.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the _____ day of _____, 2014, at _____ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.
By: _____, Town Clerk's Office.

RECEIVED

SEP 2 - 2014

TOWN OF QUARTZSITE

QUARTZSITE PUBLIC LIBRARY
Statistical Report August, 2014

Total Number of Patrons

2,019

Adult Fiction	195
Adult Non Fiction	82
Paperbacks	149
Large Print	108
E-Books	1,628
Arizona Books	6
Foreign Language	2
ILL Sent to other Libraries	8
ILL. Received from other Libraries	2

TOTAL ADULT BOOKS

2,180

Young Adult Fiction	9
Young Adult Non-Fiction	0
Young Adult Paperback	0
Juvenile Fiction	25
Juvenile Non-Fiction	11
Kids Computer Use	205
Graphic Novel	3

MISCELLANEOUS

Puzzles	1
DVD	605
VHS	63
CD Audio	20
Audio Cassettes	38

TOTAL CIRCULATION

980

Computer Questions	253
Reference Questions	184
Information	169
Computer Use	422
Caregivers Use	6
Wireless Usage	225
New Patrons Registered	22
Meeting Room Use	38
Donations	26

QUARTZSITE CHILDRENS LIBRARY
Statistical Report AUGUST, 2014

Total Number of Patrons **205**

Young Adult Fiction	26
Young Adult Non-Fiction	11
Juvenile Fiction	38
Juvenile Non-Fiction	8
Kids Computer Use	74
Graphic Novel	2

159

MISCELLANEOUS

Puzzles	0
DVD	0
VHS	0
CD Audio	0
Audio Cassettes	0

TOTAL CIRCULATION **159**

Computer Questions	67
Reference Questions	33
Information	26
Computer Use	205
Wireless Usage	35
New Patrons Registered	0
Meeting Room Use	0
Donations	0

Circulation Statistics By Item Report Class : 08/01/2014 to 08/29/2014

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	2	0	0	0
100 - 199	1	3	1	0	0
200 - 299	2	2	0	0	0
300 - 399	8	11	5	0	0
400 - 499	1	0	1	0	0
500 - 599	8	5	0	0	0
600 - 699	24	20	5	7	0
700 - 799	8	14	1	3	0
800 - 899	9	8	0	0	0
900 - 999	19	17	3	10	0
ADV	0	1	0	0	0
Aud	40	31	24	0	0
AZ	5	6	2	3	0
AZ NF	0	0	0	3	0
AZ R	0	0	0	0	0
BC	0	1	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	14	20	6	15	0
Christian Fiction	31	33	6	0	0
DVD	584	605	33	31	0
Easy Book	11	17	5	2	0
eBook	1	1	0	1	0
Fiction	153	161	22	12	0
Fiction Large Print	79	81	9	1	0
Fiction Paperback	28	32	5	3	0
French	0	0	0	0	0
Graphic Novel	1	3	0	2	0
J Fiction	14	25	7	2	0
J Non-Fiction	5	11	3	1	0
J PBK	0	0	0	0	0
J Spanish	5	4	0	2	0
Jigsaw puzzle	2	1	0	1	0
L	0	0	0	0	0
Large Print Non-Fiction	0	0	0	0	0
Magazine	0	0	0	0	0
Mystery	83	97	11	3	0
Mystery Large Print	7	6	0	2	0
Mystery Paperback	11	17	7	0	0
Native American	0	0	0	0	0
PHA	0	1	0	0	0
Reference	0	0	0	0	0
Romance	0	0	0	0	0
Romance Paperback	12	17	4	0	0
Science Fiction	2	1	4	0	0
	0	0	0	0	0

Science Fiction					
Paperback					
Spanish	0	2	4	0	0
Undefined	0	1	0	0	0
VHS	69	63	2	2	0
Western	8	4	2	0	0
Western Large Print	24	21	0	1	0
Western Paperback	76	83	27	1	0
YA Fiction	10	9	3	2	0
YA Non-Fiction	0	0	0	0	0
YA Paperback	0	0	0	0	0
Total	1355	1437	202	110	0

**TOWN OF QUARTZSITE
COMMON COUNCIL**

A PROCLAMATION

**NATIONAL ALCOHOL & DRUG ADDICTION RECOVERY MONTH
SEPTEMBER 2014**

WHEREAS, recovery from substance use disorders is possible through a variety of treatment resources and recovery support programs; and

WHEREAS, thousands of people across the United States are living happy, healthy, and productive lives in recovery; and

WHEREAS, stress can contribute to substance use disorders, and finding a positive outlet for dealing with stress is crucial as people continue to face stressful situations in their lives; and

WHEREAS, substance use disorders are a treatable, yet serious health care problem, and our community must take steps to address it; and

WHEREAS, educating our community about how substance use disorders affect all people in the community, including public safety officials, the workforce, older adults, and families, therefore is essential to combat misconceptions associated with addiction; and

WHEREAS, to help more people enter a path of recovery, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, and the White House Office of National Drug Control Policy invite all residents of the Town of Quartzsite to participate in National Alcohol and Drug Addiction Recovery Month; and

NOW, THEREFORE, the COMMON COUNCIL of the Town of Quartzsite, La Paz County, Arizona, does hereby proclaim September 1st through September 30th 2014 as **NATIONAL ALCOHOL & DRUG ADDICTION RECOVERY MONTH** in Quartzsite, Arizona, and call upon the people of the Town of Quartzsite to observe this month and support this year's theme, "**Join the Voices for Recovery: Speak Up, Reach Out!**"

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 9th day of September, two thousand fourteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Tina Abriani, Town Clerk



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 9, 2014

Agenda Item #2-a. Consider approval of check series 37848 - 37907, totaling \$149,138.53.

Summary: The Quartzsite Town Council Procedure Policy states that at least once each month the Council shall review a list of all the bills paid, and may ask for clarification at any time.

The Procedure Policy also states the Council should designate the check numbers being approved.

Responsible Person: Skylor Miller, Town Manager

Attachment: Ledger of Accounts Paid: check series 37848 - 37907.

Action Requested: Motion to approve the Ledger of Accounts Paid; check series 37848 - 37907.

**Quartzsite Town Council Meeting of
SEPTEMBER 9, 2014
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Check #37848 - 37907

Balances on all cash accounts as of September 5, 2014

Checking Account	\$	2,246,612.70
LGIP Account	\$	696,909.66
WIFA Debt Reserve Account	\$	5,214.91

Total Expensed Dollar Amount for Consent Agenda	\$	209,566.04
Total Payroll for Pay Period Ending 08/30/2014	\$	60,427.51
YTD Total Revenue Dollar Amount for Consent Agenda	\$	318,684.50
YTD Total Sewer Cap Revenue as of 09/05/14	\$	0.00
YTD Total Sewer Sales Revenue as of 09/05/14	\$	182,759.08
YTD Total Water Cap Revenue as of 09/05/14	\$	9,200.00
YTD Total Water Sales Revenue as of 09/05/14	\$	126,725.42

Report Criteria:

Report type: GL detail

Check Check Number = 37848-37907

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37848						
08/28/14	37848	ACC Business	32.10	Phone Lines	01-110-5048	32.10
08/28/14	37848	ACC Business	153.89	Phone Lines	01-130-5048	153.89
08/28/14	37848	ACC Business	72.73	Phone Lines	01-150-5048	72.73
08/28/14	37848	ACC Business	59.21	Phone Lines	01-160-5048	59.21
08/28/14	37848	ACC Business	45.78	Phone Lines	01-185-5048	45.78
08/28/14	37848	ACC Business	59.21	Phone Lines	03-220-5048	59.21
08/28/14	37848	ACC Business	45.73	Phone Lines	15-500-5048	45.73
08/28/14	37848	ACC Business	45.73	Phone Lines	16-550-5048	45.73
Total 37848:			514.38			
37849						
08/28/14	37849	APS	148.33	Electric Service	03-220-5049	148.33
Total 37849:			148.33			
37850						
08/28/14	37850	Arizona State Treasurer	6,434.85	Fees Collected: July 2014	01-000-2212	6,434.85
Total 37850:			6,434.85			
37851						
08/28/14	37851	Atkins	2,180.00	Engineering Svcs - Scott Lane Sewer Ext	15-500-5037	2,180.00
08/28/14	37851	Atkins	4,857.50	Water Engineering Svcs-Quail Trail Well	16-550-5037	4,857.50
08/28/14	37851	Atkins	3,125.00	Water Engineering Svcs-Water Rates	16-550-5037	3,125.00
Total 37851:			10,162.50			
37852						
08/28/14	37852	Blue Cross& Blue Shield O	2,152.84	Employee Payroll Deduction	01-000-2208	2,152.84
08/28/14	37852	Blue Cross& Blue Shield O	272.18	Employee Medical	01-110-5016	272.18
08/28/14	37852	Blue Cross& Blue Shield O	1,380.70	Employee Medical	01-130-5016	1,380.70
08/28/14	37852	Blue Cross& Blue Shield O	4,092.50	Employee Medical	01-140-5016	4,092.50
08/28/14	37852	Blue Cross& Blue Shield O	1,128.27	Employee Medical	01-150-5016	1,128.27
08/28/14	37852	Blue Cross& Blue Shield O	523.41	Employee Medical	01-160-5016	523.41
08/28/14	37852	Blue Cross& Blue Shield O	979.37	Employee Medical	01-170-5016	979.37
08/28/14	37852	Blue Cross& Blue Shield O	502.48	Employee Medical	01-180-5016	502.48
08/28/14	37852	Blue Cross& Blue Shield O	418.73	Employee Medical	01-185-5016	418.73
08/28/14	37852	Blue Cross& Blue Shield O	3,262.08	Employee Medical	03-220-5016	3,262.08
08/28/14	37852	Blue Cross& Blue Shield O	209.37	Employee Medical	01-230-5016	209.37
08/28/14	37852	Blue Cross& Blue Shield O	272.17	Employee Medical	01-181-5016	272.17
08/28/14	37852	Blue Cross& Blue Shield O	1,719.69	Employee Medical	15-500-5016	1,719.69
08/28/14	37852	Blue Cross& Blue Shield O	2,138.44	Employee Medical	16-550-5016	2,138.44
Total 37852:			19,052.23			
37853						
08/28/14	37853	Caselle, Inc.	2,500.00	Online PMT software & Training	15-500-5035	2,500.00
08/28/14	37853	Caselle, Inc.	2,500.00	Online PMT software & Training	16-550-5035	2,500.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37853:			5,000.00			
37854						
08/28/14	37854	Continental Research Corp	269.75	Mighty Foam cleaner for WWTP	15-500-5091	269.75
Total 37854:			269.75			
37855						
08/28/14	37855	Empire Southwest	494.07	Small Tools/Equipment - Water Dept	16-550-5060	494.07
08/28/14	37855	Empire Southwest	1,356.71	Backhoe parts/repair - WWTP	15-500-5025	1,356.71
08/28/14	37855	Empire Southwest	423.00	Equipment/vehicle repair - PW Grader	03-220-5025	423.00
Total 37855:			2,273.78			
37856						
08/28/14	37856	La Paz County Treasurer	30.90	Fees Collected: July 2014	01-000-2212	30.90
Total 37856:			30.90			
37857						
08/28/14	37857	Mesa Materials	2,611.95	3/8" Cold Mix for Street Repair	03-220-5029	2,611.95
Total 37857:			2,611.95			
37858						
08/28/14	37858	Mikes Contracting, Inc.	1,232.97	24" Rip Rap - PW Yard	03-220-5029	1,232.97
Total 37858:			1,232.97			
37859						
08/28/14	37859	Pioneer Landscaping Mate	558.46	1" Coco - Landscape Road Repair	03-220-5029	558.46
Total 37859:			558.46			
37860						
08/28/14	37860	Principal Financial Group	993.26	Payroll Payables	01-000-2209	993.26
08/28/14	37860	Principal Financial Group	34.41	Employee Dental Insurance	01-110-5016	34.41
08/28/14	37860	Principal Financial Group	154.67	Employee Dental Insurance	01-130-5016	154.67
08/28/14	37860	Principal Financial Group	646.50	Employee Dental Insurance	01-140-5016	646.50
08/28/14	37860	Principal Financial Group	139.39	Employee Dental Insurance	01-150-5016	139.39
08/28/14	37860	Principal Financial Group	61.45	Employee Dental Insurance	01-160-5016	61.45
08/28/14	37860	Principal Financial Group	209.25	Employee Dental Insurance	01-170-5016	209.25
08/28/14	37860	Principal Financial Group	58.99	Employee Dental Insurance	01-180-5016	58.99
08/28/14	37860	Principal Financial Group	94.28	Employee Dental Insurance	01-185-5016	94.28
08/28/14	37860	Principal Financial Group	36.87	Employee Dental Insurance	01-181-5016	36.87
08/28/14	37860	Principal Financial Group	24.58	Employee Dental Insurance	01-230-5016	24.58
08/28/14	37860	Principal Financial Group	490.04	Employee Dental Insurance	03-220-5016	490.04
08/28/14	37860	Principal Financial Group	215.32	Employee Dental Insurance	15-500-5016	215.32
08/28/14	37860	Principal Financial Group	309.59	Employee Dental Insurance	16-550-5016	309.59
Total 37860:			3,468.60			
37861						
08/28/14	37861	Purcell Tire Co	2,408.59	2 tires for Grader	03-220-5025	2,408.59
08/28/14	37861	Purcell Tire Co	154.42	4 tires for PD	01-140-5025	154.42

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37861:			2,563.01			
37862						
08/28/14	37862	Quartzsite Cap & Embroide	13.21	2 Logos on Custom Shirt - C. Kelley	01-110-5022	13.21
Total 37862:			13.21			
37863						
08/28/14	37863	River City Newspapers	62.37	Notice of Proposed Water Rate Change	15-500-5035	62.37
08/28/14	37863	River City Newspapers	62.37	Notice of Proposed Water Rate Change	16-550-5035	62.37
08/28/14	37863	River City Newspapers	109.67	2 Wk Ad - Adoption of Ord. 14-04	01-130-5022	109.67
Total 37863:			234.41			
37864						
08/28/14	37864	Rush Signs	81.00	6' x 3' TOQ Banner for League of Cities	01-110-5022	81.00
Total 37864:			81.00			
37865						
08/28/14	37865	Safety-Kleen Systems, Inc.	15.90	Waste Disposal	03-220-5035	15.90
Total 37865:			15.90			
37866						
08/28/14	37866	Smart & Final	129.73	Snacks for kids-Summer Program	01-185-5023	129.73
Total 37866:			129.73			
37867						
08/28/14	37867	Sonoran Integrations	85.00	Assistance with Watchguard software	01-170-5048	85.00
Total 37867:			85.00			
37868						
08/28/14	37868	Steve Henrichs	118.00	Per Diem - Travel for Trial	01-120-5072	118.00
Total 37868:			118.00			
37869						
08/28/14	37869	Terry Pearson	88.07	Boot Allowance: T. Pearson	15-500-5019	88.07
09/02/14	37869	Terry Pearson	88.07-	Boot Allowance: T. Pearson	V 15-500-5019	88.07-
08/28/14	37869	Terry Pearson	88.08	Boot Allowance: T. Pearson	16-550-5019	88.08
09/02/14	37869	Terry Pearson	88.08-	Boot Allowance: T. Pearson	V 16-550-5019	88.08-
Total 37869:			.00			
37870						
08/28/14	37870	Ups	15.32	Shipping - Return Meter	16-550-5042	15.32
Total 37870:			15.32			
37871						
08/28/14	37871	Warehouse-Lighting.com I	898.16	6 Wall Pack Outside Lights - WWTP	15-500-5030	898.16

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37871:			898.16			
37872						
08/28/14	37872	West Payment Center	452.19	West Law Info Charges	01-150-5051	452.19
Total 37872:			452.19			
37873						
08/28/14	37873	Yuma County Intergovern	800.00	Special Service Field Trip - Summer Rec Program	01-185-5023	800.00
Total 37873:			800.00			
37874						
08/28/14	37874	Quill Corporation	334.36	Office Supplies - Admin	01-130-5021	334.36
08/28/14	37874	Quill Corporation	69.73	Office Supplies - Water Dept	16-550-5021	69.73
08/28/14	37874	Quill Corporation	69.73	Office Supplies - WWTP	15-500-5021	69.73
08/28/14	37874	Quill Corporation	36.39	Office Supplies - P&Z	01-160-5021	36.39
08/28/14	37874	Quill Corporation	23.83	Office Supplies - Magistrate	01-150-5021	23.83
08/28/14	37874	Quill Corporation	46.40	Office Supplies - Library	01-170-5021	46.40
08/28/14	37874	Quill Corporation	23.83	Office Supplies - Park	01-180-5022	23.83
08/28/14	37874	Quill Corporation	19.57	First Aid - Cold Packs - Rec Ctr	01-185-5022	19.57
08/28/14	37874	Quill Corporation	23.83	Office Supplies - PW	03-220-5021	23.83
08/28/14	37874	Quill Corporation	23.83	Office Supplies - Police Dept	01-140-5021	23.83
08/28/14	37874	Quill Corporation	184.23	Office Supplies - Magistrate	01-150-5021	184.23
08/28/14	37874	Quill Corporation	46.24	Office Supplies - Admin	01-130-5021	46.24
08/28/14	37874	Quill Corporation	7.87	Office Supplies-Water Dept	16-550-5021	7.87
08/28/14	37874	Quill Corporation	7.88	Office Supplies - WWTP	15-500-5021	7.88
08/28/14	37874	Quill Corporation	7.99	Office Supplies - P&Z	01-160-5021	7.99
08/28/14	37874	Quill Corporation	75.45	HP 96/97 Ink Cartridges - PW Dept	03-220-5022	75.45
08/28/14	37874	Quill Corporation	149.92	HP CC364A Laser Toner (P&Z)	01-160-5022	149.92
08/28/14	37874	Quill Corporation	154.92	HP933 Inkjet/Supplies-Admin	01-130-5022	154.92
08/28/14	37874	Quill Corporation	13.01	Office Supplies-Library	01-170-5022	13.01
08/28/14	37874	Quill Corporation	31.10	Office Supplies-Transit	01-230-5022	31.10
08/28/14	37874	Quill Corporation	31.10	Office Supplies - Water Dept	16-550-5022	31.10
08/28/14	37874	Quill Corporation	31.10	Office Supplies - WWTP	15-500-5022	31.10
08/28/14	37874	Quill Corporation	65.30	HP933 Inkjet - Rec Dept	01-185-5022	65.30
08/28/14	37874	Quill Corporation	9.08	Office Supplies - QPD	01-140-5022	9.08
08/28/14	37874	Quill Corporation	26.84	Office Supplies - Admin	01-130-5022	26.84
08/28/14	37874	Quill Corporation	65.75	Office Supplies - Water Dept	16-550-5022	65.75
08/28/14	37874	Quill Corporation	65.75	Office Supplies - WWTP	15-500-5022	65.75
08/28/14	37874	Quill Corporation	19.10	Office Supplies - P&Z	01-160-5022	19.10
08/28/14	37874	Quill Corporation	11.99	Office Supplies - Transit	01-230-5022	11.99
08/28/14	37874	Quill Corporation	9.08	Office Supplies - PW	03-220-5022	9.08
08/28/14	37874	Quill Corporation	456.52	Ink Cartridges - Police Dept	01-140-5021	456.52
08/28/14	37874	Quill Corporation	16.50	Office Supplies - Water Dept	16-550-5021	16.50
08/28/14	37874	Quill Corporation	16.50	Office Supplies - WWTP	15-500-5021	16.50
08/28/14	37874	Quill Corporation	31.48	Office Supplies - Admin	01-130-5021	31.48
08/28/14	37874	Quill Corporation	86.13	Business Cards - Council	01-110-5022	86.13
08/28/14	37874	Quill Corporation	51.37	Office Supplies - Admin	01-130-5022	51.37
08/28/14	37874	Quill Corporation	80.52	Business Cards - Council	01-110-5022	80.52
Total 37874:			2,424.22			
37888						
09/04/14	37888	Amanda Lilly	74.00	Per Diem: AZ JP Conf- Prescott, AZ	01-150-5043	74.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37888:			74.00			
37889						
09/04/14	37889	APS	419.22	Electric Service	01-185-5048	419.22
09/04/14	37889	APS	1,537.13	Electric Service	01-130-5048	1,537.13
09/04/14	37889	APS	959.37	Electric Service	01-140-5048	959.37
09/04/14	37889	APS	558.96	Electric Service	01-170-5048	558.96
09/04/14	37889	APS	279.48	Electric Service	01-150-5048	279.48
09/04/14	37889	APS	254.80	Electric Service	01-180-5048	254.80
09/04/14	37889	APS	592.81	Electric Service	03-220-5048	592.81
09/04/14	37889	APS	364.98	Electric Service	03-220-5049	364.98
09/04/14	37889	APS	4,370.25	Electric Service	15-500-5048	4,370.25
09/04/14	37889	APS	7,665.95	Electric Service	16-550-5048	7,665.95
Total 37889:			17,002.95			
37890						
09/04/14	37890	Curtis, Goodwin, Sullivan,	5,906.96	General Council Svcs July 2014	01-120-5071	5,906.96
09/04/14	37890	Curtis, Goodwin, Sullivan,	5,855.04	Special Council Svcs July 2014	15-500-5032	5,855.04
Total 37890:			11,762.00			
37891						
09/04/14	37891	Cyle Johnson Electric	180.00	Service call - Well pump not working	16-550-5091	180.00
09/04/14	37891	Cyle Johnson Electric	1,087.98	Power Supply for Well Pump	16-550-5091	1,087.98
Total 37891:			1,267.98			
37892						
09/04/14	37892	Heinfeld, Meech & Co., P.	5,169.30	FY Management Svcs - 7/31/14	01-130-5031	5,169.30
Total 37892:			5,169.30			
37893						
09/04/14	37893	Hydro Instruments	143.41	Repair Kit for Chlorine Regulator	15-500-5091	143.41
Total 37893:			143.41			
37894						
09/04/14	37894	Inland Builders Supply, Inc.	291.58	XRP Battery 18v & Drill Hammer	01-180-5060	291.58
09/04/14	37894	Inland Builders Supply, Inc.	9.82	Replace Townhall Lights	01-170-5030	9.82
09/04/14	37894	Inland Builders Supply, Inc.	9.83	Replace Townhall Lights	01-150-5030	9.83
09/04/14	37894	Inland Builders Supply, Inc.	9.83	Replace Townhall Lights	15-500-5030	9.83
09/04/14	37894	Inland Builders Supply, Inc.	9.82	Replace Townhall Lights	16-550-5030	9.82
09/04/14	37894	Inland Builders Supply, Inc.	9.83	Replace Townhall Lights	01-130-5030	9.83
09/04/14	37894	Inland Builders Supply, Inc.	9.82	Replace Townhall Lights	01-160-5022	9.82
09/04/14	37894	Inland Builders Supply, Inc.	31.17	Replace Chain/Supplies	01-180-5022	31.17
09/04/14	37894	Inland Builders Supply, Inc.	250.46	Pole stakes & Water Coolers	01-180-5022	250.46
Total 37894:			632.16			
37895						
09/04/14	37895	iWorQ Systems	2,000.00	Internet Permit & Fee Tracking	01-160-5051	2,000.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37895:			<u>2,000.00</u>			
37896						
09/04/14	37896	Jack Pots Portables, Inc.	<u>190.53</u>	Porta Potties for Parks Dept	01-180-5035	190.53
Total 37896:			<u>190.53</u>			
37897						
09/04/14	37897	Jesse J. Newton	<u>227.85</u>	Uniform Allowance - J. Newton	01-140-5019	227.85
Total 37897:			<u>227.85</u>			
37898						
09/04/14	37898	Kansas State Bank	<u>151.84</u>	Principal Capital Lease	01-130-5058	151.84
09/04/14	37898	Kansas State Bank	<u>52.34</u>	Interest Capital Lease	01-130-5057	52.34
Total 37898:			<u>204.18</u>			
37899						
09/04/14	37899	La Paz County Recorder	<u>8.00</u>	Recordings & Copies	01-160-5035	8.00
Total 37899:			<u>8.00</u>			
37900						
09/04/14	37900	League of Az Cities & Tow	<u>5,515.00</u>	Annula Dues for FY 2014-2015	01-110-5051	5,515.00
Total 37900:			<u>5,515.00</u>			
37901						
09/04/14	37901	Legend Technical Services	<u>1,791.90</u>	Laboratory Services	15-500-5039	1,791.90
Total 37901:			<u>1,791.90</u>			
37902						
09/04/14	37902	OCLC, Inc.	<u>107.00</u>	CXP2054 Catexpress Group Custom-Per Title	01-170-5051	107.00
Total 37902:			<u>107.00</u>			
37903						
09/04/14	37903	Sams Club Credit	<u>102.21</u>	Snacks & Cleaning Supplies - Rec	01-185-5023	102.21
Total 37903:			<u>102.21</u>			
37904						
09/04/14	37904	Terry Pearson	<u>50.00</u>	Boot Allowance	15-500-5019	50.00
09/04/14	37904	Terry Pearson	<u>50.00</u>	Boot Allowance	16-550-5019	50.00
Total 37904:			<u>100.00</u>			
37905						
09/04/14	37905	Tommy Thomas	<u>61.63</u>	Fuel Reimbursement - Conference Travel	01-180-5024	61.63
Total 37905:			<u>61.63</u>			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37906						
09/04/14	37906	Tri-Sun's Engineering, Inc	42,532.45	Scott Lane Sewer Project	52-216-5103	42,532.45
Total 37906:			42,532.45			
37907						
09/04/14	37907	Universal Police Supply Co	304.83	Uniform Allowance - H. Tanakeyoma	01-140-5019	304.83
Total 37907:			304.83			
Grand Totals:			148,786.23			
Grand Totals:			149,138.53	149,138.53-	.00	

Report Criteria:

Report type: GL detail

Check Check Number = 37848-37907



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 9, 2014

Agenda Item #2-b. Consider approval of the minutes of the Regular Meeting of August 26, 2014.

Summary: The Town Clerk shall keep the minutes of all meetings of the Common Council. Upon approval by the Council, the Clerk shall enter the approved minutes in a book constituting the official record of the Council.

Responsible Person: Tina Abriani, Town Clerk

Attachment: Minutes of the Regular Meeting of August 26, 2014.

Action Requested: Motion to approve the minutes of the Regular Meeting of August 26, 2014.

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, AUGUST 26, 2014, 7:00 PM

CALL TO ORDER: 7:00 p.m.

INVOCATION: The Mayor called for a moment of silence for two losses to the community: Mr. Robert Bennett, son of former Mayor Steve Bennett; and Ronnie Fisher, son-in-law of former Vice Mayor Barbara Cowell. Both died this week.

Audrey Berger gave a prayer.

PLEDGE OF ALLEGIANCE: Led by Vice Mayor Jewitt.

ROLL CALL: Present: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

STAFF PRESENT: Skylor Miller, Town Manager; Susan Goodwin, Town Attorney; Tina Abriani, Town Clerk

APPROVAL/AMENDMENT OF AGENDA:

Council Member Scott pulled two checks from the Consent Agenda, #37833 and #37836.

Vice Mayor Jewitt moved to approve the agenda as amended and **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

PRESENTATIONS; PROCLAMATIONS:

1. PROCLAMATION – National Preparedness Month, September 2014

The Mayor read the September 2014 National Preparedness Month proclamation aloud.

CONSENT AGENDA:

2-a. LEDGER OF ACCOUNTS PAID – Consider approval of check series 37769 - 37847, totaling \$186,474.62.

2-b. MINUTES – Consider approval of the minutes of the Regular Meeting of August 12, 2014.

Vice Mayor Jewitt moved to approve the consent agenda as amended and **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

Council Member Scott asked Town Manager Miller about check #37833, in the amount of \$7,169.54, for the Sales Tax Auditor. She asked if the auditor had submitted a bill itemizing the charges.

Town Manager Miller stated this invoice was from before he made the request to the auditor to itemize his billing.

Council Member Scott moved to approve check #37833 and Council Member Timberlake seconded the motion. The vote was unanimous. Motion Passed.

Council Member Scott asked Town Manager Miller about check #37836, in the amount of \$2,860.00 for fire alarm and extinguisher test & inspection. She asked how many fire alarms the Town has and stated it seems like a high amount for testing. She asked him how many devices are tested for this amount and asked him to look into finding a company that is closer or cheaper.

Town Manager Miller stated he will provide a copy of the invoice to each Council Member.

Council Member Scott moved to approve check #37836 and Council Member Timberlake seconded the motion. The vote was unanimous. Motion Passed.

PUBLIC HEARING:

- 3. PUBLIC HEARING - Consider approval of a resolution establishing increased water fees; providing for repeal of all conflicting resolutions; and providing for severability.**

Town Manager Miller stated the rate increase has been a multi-month process with numerous presentations before Council; the first held on May 29, 2014, followed by June 10, 2014. He stated the final proposal was presented at the July 22, 2014 regular Town Council meeting and nothing has changed in the Fair Rate Plan structure.

Kevin Murphy of Atkins explained water rates were not adjusted for quite a few years. He advised that the Town found a way to back-charge the HURF funding that had not been paying for water which offset the immediate increases that were necessary to bring this up from the \$425,000 shortfall in current revenue streams versus what the current expenditures are for the water budget. The increase corrects that moving forward and corrects it in a way that allows the HURF fund to repay which reduces the necessary increase over a two year period.

Town Manager Miller advised the notice and supplemental study that was posted and found in the hand out packet needs to be updated: He stated Table 2, the current rates that are shown, need to be updated. There is actually less of a gap than what is being shown (between now and what is being proposed). The changes are as follow:

<u>Meter Size</u>	<u>Current Rate as approved in 2011</u>
¾"	27.04
1"	43.23
1 ½"	53.91
2"	107.99
3"	161.90
4"	215.82

Council Member Scott asked Mr. Murphy to review an example of what an individual home owner pays now and will pay with the increase.

Council Member Scott noted that the increase is not a two-tier system anymore; it is just a flat rate of \$3.90 per 1,000 gallons.

Town Manager Miller stated that all users pay the same amount based on their meter size.

Council Member Scott asked what the cost would be if the Town didn't charge the HURF fund for water to help offset the increase.

Town Manager Miller explained that instead of \$3.90 per 1,000 gallons, it would be \$5.08 per 1,000 gallons.

RV park meter sizes and water fees were discussed.

Mr. Murphy stated it is safe to say the contribution to the water fund from the RV parks will go up significantly from what it has been in the past.

Ms. Bennett stated that with this proposed rate structure everybody pays the same rate for the same meter.

The Mayor asked what the \$425,000 shortfall is based on; the budgeted amount for operating the Water Department this year, or on actual numbers.

Town Miller stated that is a budget shortfall. He explained the new budget is based on the proposed new rates.

Robert Gunny St. Germain asked if the fees received from the water rates will be dedicated solely to the water department, or be used for other things. The answer from the Council was yes.

Mr. St. Germain asked if there were any programs or plans for the future to look at the budget to save money in the Water Department. He listed items such as shopping for chemicals and employees. He asked if there were any planned departmental budget cuts to help save money instead of putting the necessary rate increase totally on the citizens.

Council Member Orgeron stated the Council and the Town staff continually look at the budget. He related an example: Mr. Miller comes across a contractor who can provide chemicals at a much cheaper cost, the Town takes advantage of that savings and the budget gets adjusted.

Mr. St. Germain asked if the budget could be cut by 3% or 4 % in the future.

Council Member Orgeron advised the Council and the Town staff are always looking at where money might be saved. He explained if the budget is cut by 3% or 4%, the only thing that is standard is personnel and if an alarm goes off and someone cannot respond, that is due to a cut. Council Member Orgeron proffered that when things in the future require less personnel, due to advances in technology, then instead of a crew of five, operations may require only one person. Council Member Orgeron stated that regarding the number of employees, the Town is at where it should be.

Mr. St. Germain asked if, overall, as a whole department, there may be a way to save money, such as recycling.

Council Member Orgeron stated the Water Department has to support the Water Department, which is what is being discussed now; the water rates supporting the water system.

Council Member Timberlake added that the portion that Mr. Miller found to charge back to the HURF fund is one way that was found to help with the water rates.

Vice Mayor Jewitt stated that looking for change and looking for reduction is an on-going process and not just in the Water Department.

Town Manager Miller advised that he and his department heads are always looking at ways to save, such as in purchasing equipment or leasing equipment.

Mr. Murphy stated the Town received a fairly sizeable block grant this year to rehabilitate the Quail Trail well. The pump actually went down, just after receiving the grant. Without the grant, the near \$300,000 cost for rehabilitation would have come from the Water Department fund.

Town Manager Miller advised that another cost-saving measure is the Love's Kuehn water line. That is a project undertaken by the Town's partnership with a local business in order to expand the Town's water system at a fraction of what it would have cost for the Town to do it on its own.

Audrey Berger spoke about the first part of the water bill, the \$31.50. She asked if that pays for any of the water received or just for the meter.

Town Manager Miller stated that is just the base rate.

Ms. Bennett stated that is just for the meter.

Ms. Berger asked if users must pay for the meter even though they bought it.

Town Manager Miller explained users pay for the service and pay for the usage.

The Mayor explained it is not necessarily the meter for which there is a charge; it is for the Town to provide water through the system from the wells to the meter.

Council Member Orgeron explained the volumetric system as having a base rate charges for any usage.

The Mayor read the public hearing agenda item.

Council Member Timberlake moved to approve a resolution establishing increased water rates; providing for repeal of all conflicting resolutions; and providing for severability. **Vice Mayor Jewitt seconded** the motion.

Roll Call Vote: Motion passed (summary: Yes = 5, No = 2, Abstain = 0).

Yes: Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Timberlake.

No: Mayor Foster, Council Member Scott.

Mayor Foster explained he voted against the increase for the reason that the Council has not looked at the budget for the Water Department; the fee is based upon possibly incorrect numbers; and he doesn't believe the Council has used its executive approval to come up with a budget for the Water Department upon which to base these rates.

Council Member Scott explained her nay vote. She stated she has too many questions that haven't been answered, yet. She advised that she knows an increase is needed. She said she is not prepared to vote for it tonight with a yes vote.

ADMINISTRATIVE ITEMS:

4. **EXECUTIVE SESSION - An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding contemplated litigation related to the termination of the Power Purchase Agreement with SunEdison Origination1, LLC.**

The Mayor read the executive session agenda item aloud.

Vice Mayor Jewitt moved to go into executive session for the reasons just stated. **Council Member Scott seconded** the motion.

ADJOURN TO EXECUTIVE SESSION - 7:35 p.m.

RETURN TO OPEN SESSION - 8:01 p.m.

The Mayor called the Regular Meeting of the Common Council of the Town of Quartzsite back to order.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

PUBLIC HEARING:

5. LIQUOR LICENSE - Conduct hearing and consider recommending approval of a Special Event Liquor License for the Quartzsite Rotary Club's Rotary Day Event.

The Mayor introduced the Public Hearings and stated the matters would be open for public discussion.

Violet Kiss of the Quartzsite Rotary's Club stated the Rotary Club will be having the Rotary Club's Rotary Day. She advised the purpose of the Rotary Day is to introduce people to the Rotary Club; educate them regarding what the Club does and how the Club helps others. The day will start with an event with runners and walkers called Walk and Roll. Ms. Judy Clark, a Club Member, will be the Chairperson for this. Anyone with walkers, a mobility device, or something they have created, such as a derby car, can participate. There will be a lot of awards; fun awards and serious awards. The proceeds of the event will go to the largest project in the history of Rotary, which is 'End Polio Now'. There is a sign on Hwy. 95 going south, near Kuehn. It is a massive program. There are three countries left having a few cases of polio. The Rotary Club is partnered with the Gates Foundation to accomplish the end of polio.

Ms. Kiss announced that the rest of the day will have a barbeque, games and many different activities. The event will be held at the Town Park. There will be a beer garden at the Snack Shack and it will be contained. She stated she has insurance for the event and she will have law enforcement there.

Town Manager Miller advised this is an initial process. The full event has not been planned out.

The Mayor asked the date of the event. Ms. Kiss advised it will take place on Saturday, November 8, 2014.

Vice Mayor Jewitt moved to approve the forwarding of this liquor license application to the State and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

6. LIQUOR LICENSE - Conduct hearing and consider recommending approval of a Special Event Liquor License for the Quartzsite Women's Club Third Annual Wine & Cheese Party.

The Mayor introduced the public hearing.

Mary Ann Peck, the President of the Quartzsite Women's Club, stated the Third Annual Wine & Cheese Tasting at Tyson Wells - the Number One building – will be held Saturday, October 18, 2014 from 3:00 p.m. to 7:00 p.m. She invited everyone and advised 100% of the proceeds will go to the Club's scholarship fund. The event will be confined to the building.

Council Member Timberlake moved to approve the Special Event Liquor License for the Women's Club Wine & Cheese Event to be forwarded on to the State and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

COMMUNICATIONS:

Announcements and Reports from the MAYOR on current events.

The Mayor announced the Election is over and good luck to everyone when the count comes in. He added that there was one winner already, Mr. St. Germain.

Announcements and Reports from the COUNCIL on current events.

Council Member Kelley advised that the Council attended the League of Arizona Cities and Towns and learned quite a bit. She asked that all come to the Labor Day Celebration and said more help for the event is needed.

Reports from the TOWN MANAGER to the Council.

Town Manger Miller stated the sales tax auditing is a hot topic right now. He advised that he had the benefit of meeting with an Arizona League of Cities and Towns' representative who is an expert on this matter. The representative told the Town Manager that he is willing to do a presentation for the Council in Quartzsite on behalf of the League of Arizona Cities and Towns. Town Manager Miller recommended to Council that they and the Town Manager organize something with League's representative in the near future.

The Mayor asked about the report that he requested listing the bottom line of the auditor's work.

Town Manager Miller replied it is very difficult for the Town to break out the figures to see what the Town's final return is because if a tax payer, that has been assessed, pays those assessments to the State, those payments come in to the Town as regular sales tax revenues.

The Mayor stated the Council really needs that information to make a judgment.

Town Manager Miller is still getting the information together for a future meeting.

Town Manager Miller announced the Police Department has recently received two grants from the Governor's Office of Highway Safety (GOHS). One \$6,000 grant is for overtime activities; and, the other \$6,000 grant is for DUI enforcement.

Town Manager Miller stated there will be a Labor Day celebration.

Town Manager Miller announced August 28, 2014, at 5:00 p.m., the Quartzsite Elementary Open House will be held. He advised the Town will have a table set up there to provide information about the Town.

The Town Manager advised that along with the proclamation made by the Council earlier in the meeting, the Town will be getting information from ready.gov, the preparedness website, and start providing material to the public for September Preparedness Month.

COMMUNICATIONS FROM CITIZENS:

None.

Vice Mayor Jewitt moved to adjourn the meeting and **Council Member Timberlake** seconded the motion.

The Mayor adjourned the meeting.

ADJOURNMENT: 8:13 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of August 26, 2014, of the Town Council of Quartzsite, Arizona, held on August 26, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 9th day of September 2014

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 9, 2014

Agenda Item #2-c. Review and possible approval of an amended Hi Jolly Cemetery Regulations Form to include the placement of flowers as an allowable decorative item.

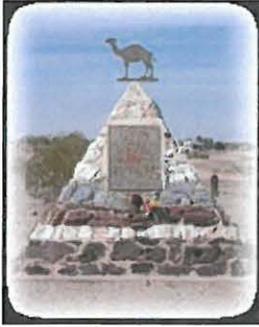
Summary: The Hi Jolly Cemetery Regulations Form was reviewed by the Town Council at the Regular Town Council Meeting of August 12, 2014. At that time, the Town Council directed staff to amend the proposed Hi Jolly Cemetery Regulations Form to include the placement of flowers as an allowable decorative item.

The requested amendment was made and is listed in the attached Hi Jolly Cemetery Regulations Form.

Responsible Person: Dinice Ross, Cemetery Department

Attachment: Hi Jolly Cemetery Regulations Form

Action Requested: Motion to approve the Hi Jolly Cemetery Regulations Form for use.



HI JOLLY CEMETERY REGULATIONS

1160 W. Main, Quartzsite 85346
928-927-6593

*This cemetery is for the purpose of interment of human remains
or as a memorial.*

*No transfer or conveyance of any interest or rights shall be valid without the written
consent of the Town of Quartzsite.*

GRAVESITES

- Bronze or stone shall be used for monuments and memorial tablets. No other materials shall be used.
- Plans for headstones, fences, rocks, boards and bricks more than three feet in height, must be submitted to, and approved by, the Town of Quartzsite in advance of installation.
- The cemetery staff will install all approved markers. *The Town is not responsible for procuring the grave markers or monuments.*
- Cement slabs covering gravesites must have a vault over the coffin to assure they do not collapse. Cement slabs covering cremains must be reinforced. Both must be installed by a licensed contractor approved by the Town of Quartzsite.
- All interment, disinterment, openings and closings shall be performed by the Town of Quartzsite.
- **Decorative items that are secured and cannot blow away and natural flowers are allowed.**
- Colored rocks, memory markers, gold pans, etc. that cannot blow away, break or spread, including marbles, beads, and shells (as long as they are contained), are allowed.
- The Town, at the expense of the grantee, shall repair or remove any monuments or other memorial which is improper or offensive, or which has become dangerous or dilapidated and may remove any tree, flower, plant, object or embellishment that becomes dangerous or unsightly.
- The Town shall not be liable for loss or damage caused by nature, thieves, vandals, malicious mischief and unavoidable accidents.
- The purchaser of a plot(s) in the cemetery agrees that the Town may conduct any activity either within or outside of the plot boundaries, which is incidental or convenient to either the care or memorializing of the human remains.
- Only one coffin and one urn per gravesite or two urns per gravesite are allowed
- A provision will be made for burials of indigent, as is customary, free of cost.

*All the above restrictions, rules and regulations listed are binding on the
purchaser, heirs, administrators and assigns.*

GRAVESITE FEES

- \$500.00 Grave site (1 plot)
- \$600.00 Opening and closing cost
- \$200.00 Headstone Deposit
(\$150.00 refundable, \$50.00 to set Headstone)
- Special assessment for Weekend and Holiday (cost varies due to time and manpower)

CREMATION NICHE WALL

- Containers for the cremation niches must be able to fit into the niche. No bags of any kind are allowed. Any transferring of ashes from one container to another will not be done by the Town of Quartsite.
- Only two urns per niche are allowed.
- Human cremains only are allowed.
- If a second urn is added at a later date and insufficient room is on the existing faceplate. A new faceplate, at an additional charge, will be made.
- The Town shall not be liable for loss or damage caused by nature, thieves, vandals, malicious mischief and unavoidable accidents.

CREMATION NICHE FEES

- \$350.00 Cremation Wall Niche (1 niche will hold 2 urns)
- \$150.00 Opening and closing cost of Niche
- \$150.00 Engraving Niche cover or faceplate (includes shipping and handling)
- Special assessment for Weekend and Holiday (cost varies due to time and manpower)

All the above restrictions, rules and regulations listed are binding on the purchaser, heirs, administrators and assigns.

Hi Jolly Cemetery Lot _____ Plot _____ Cremation Niche Number _____

Signed _____ Date _____



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 9, 2014

Agenda Item #3 Discussion and possible approval of a new administrative form for the transfer of ownership of gravesites at the Hi Jolly Cemetery.

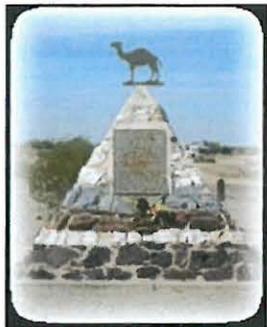
Summary: The Hi Jolly Cemetery is operated and maintained by the Town of Quartzsite for the purposes of providing a cemetery, historic site and park.

Proof of ownership upon transfer, until now, has not been available to clients.

Responsible Person: Dinice Ross, Cemetery Department

Attachment: Hi Jolly Cemetery Transfer of Ownership Form

Action Requested: **Motion to approve the Hi Jolly Cemetery Transfer of Ownership Form for use.**



TOWN OF QUARTZSITE

PO Box 2812 • Quartzsite, AZ 85346
(928)927-4333 • Fax (928)927-4400

HI JOLLY CEMETERY

TRANSFER OF OWNERSHIP

TRANSFER OWNERSHIP FROM: _____

ADDRESS: _____

PHONE: (_____) _____

The below listed plot(s) are hereby established in the name(s) of _____
_____, which was/were paid in full on
(date) _____.

I/We, _____, as owner(s), next of kin, or descendent(s) of
the above (relationship: _____) authorize the following person(s) to
have interment rights in the plot(s) below:

LOCATION:

Hi Jolly Cemetery, 1160 W. Main, Quartzsite, AZ, 85346 Lot _____ Plot _____

ASSIGNED TO: _____

ADDRESS: _____

PHONE: (_____) _____

SIGNED: _____ **DATE:** _____

SIGNED: _____ **DATE:** _____



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 9, 2014

Agenda Item #4 Discussion and possible action to approve CUP 14-02: Location: 308 Scott Lane, Quartzsite, AZ, 85346. APN: 306-27-020C. Applicant: Annette King. Request: Conditional Use to comply with Town Zoning Codes for the purpose of establishing an RV park with a maximum of 14 spaces.

Summary: The property located 308 Scott Lane, Quartzsite, AZ is designated C-2, Commercial. The property owner, Annette King, requests a Conditional Use Permit (CUP) to establish a 14 lot RV park. She is currently using the property to store RVs.

The Planning and Zoning Commission voted for approval with the development conditions and recommendations contained in the Staff Report.

Responsible Person: Skylor Miller, Town Manager

- Attachment:**
- Staff Report
 - Planning and Zoning DRAFT Minutes of the September 4, 2014 Public Hearing and Special Meeting
 - Application Permit # 7775
 - Letter to applicant and to neighbors within 300 feet of property
 - Public hearing notice
 - Layout of property and parcel map

Action Requested: Motion to approve Conditional Use Permit 14-02 for 308 Scott Lane, Quartzsite, AZ.



TOWN OF QUARTZSITE

465 North Plymouth Ave • PO Box 2812 • Quartzsite, AZ 85346

(928)927-4333 • Fax (928)927-4400

Arizona Relay Service (928)927-3762(TDD)

We are an Equal opportunity employer

www.ci.quartzsite.az.us

Staff Report

Date: August 29, 2014

Application Fee: \$250.00

Case No.: CU-14-02

Staff Report for the meeting of: September 4, 2014

Assessor's Parcel Number: 306-27-020 C

Applicant's Name: Annette King

Mailing Address: 2308 Buffalo Rd

City: Waldron **State:** AR **Zip:** 72958

Physical Location: 308 Scott Lane, Quartzsite, AZ 85346

Legal Description: Section: 28 Township: 4N Range: 19W THE N 300' OF THE E 240' OF THE SE4 NW4 EXCEPT THE EASTERLY 25' DESCRIBED IN DOCKET 791 PAGE 907 OFFICIAL RECORDS OF LA PAZ COUNTY AZ.

Parcel Size or Dimensions: 1.5 acres

Nature of Request: Applicant is seeking approval for a conditional use permit of the subject parcel to accommodate of adding twelve (12) RV lots.

Currently, the property is zoned Commercial (C2).

Date Posted: August 15, 2014

Existing Zoning: C2

Current Usage: RV Storage

OTHER PLANNING CONSIDERATIONS

General character of neighborhood at present: An inspection of the general vicinity near the subject parcel reveals that property to the west, east, south, and north currently is used as C2 commercial. The Applicant's requested is clearly consistent with the general makeup of the area and complies with the 2003 Quartzsite General Plan.

Effect on surrounding properties: None of significance if the Applicant is restricted to the conditions of the Commercial 2 zoning.

Alternatives or possible adverse effects: None.

Affected Land Use Regulation(s): The following land use regulations are affected:

- ARTICLE IV—“*Establishment Of Zoning Districts*”, Section 1, Paragraphs 8 “*C2 Commercial Zoning District*” and “*conditional use/C2 Commercial*”, Quartzsite Planning and Zoning Ordinance.
- ARTICLE V— “*Uses Permitted In Each Zoning District*”, Quartzsite Planning and Zoning Ordinance.
- ARTICLE VI— “*Density Schedule and Additional Requirements*”, Quartzsite Planning and Zoning Ordinance.
- ARTICLE VII, “*General Provisions*”, Quartzsite Planning and Zoning Ordinance.
- Article II, Section 2, “*Development Procedures, Subdivisions or Zoning Ordinance Amendment*” of the Quartzsite Development Procedures Ordinance.
- Article II, Section 2, of the Quartzsite Development Procedures Ordinance.

Regulatory Requirements: The following regulations are affected:

- Article III, Section 2 “*Application Requirements. . . .*” of the Quartzsite Development Procedures Ordinance.
- Chapter 16, “*Wastewater Treatment and Collection System Code*” of the Quartzsite Town Code.
- Chapter 17, “*Water Supply and Distribution System Code*” of the Quartzsite Town Code.

Staff summary and/or recommendations:

Based upon all of the following development conditions, should the Planning & Zoning Commission vote to approve the conditional use, staff makes the following recommendations:

- 1) Developer shall connect to the Town’s sewer and water lines. All capacity fees shall be paid at time of close of escrow.
- 2) Any lateral utility lines on private property shall be the responsibility of the lot owners to maintain without the Town assuming dedication.
- 3) Written proof of Health Department approval shall be required at time of permit application.
- 4) Engineered drawings including site drainage plan shall be required at time of permit application.
- 5) Floodplain certificate shall be required at time of permit application.

ACTION TAKEN: Planning and Zoning Commission: Approved

Stipulations/Conditions property no more than 14 spaces

Date action taken by council: _____
Action taken by council: _____ **Approved** _____ **Denied**

**AGENDA
TOWN OF QUARTZSITE
465 NORTH PLYMOUTH AVE, QUARTZSITE AZ 85346
SPECIAL MEETING OF
PLANNING AND ZONING COMMISSION
THURSDAY, SEPTEMBER 4, AT 2:00 P.M.**

CALL TO ORDER: 2:03 P.M.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Chairman: Norm Simpson, present
Commissioner: Jim Murphy, absent
Commissioner: Terry Frausto, present
Commissioner: Randall Farish, absent

Vice Chairman: Jesse Hearne, present
Commissioner: Dennis Kuehl, present
Commissioner: Dennis Dole, present

STAFF PRESENT: Skylor Miller, Town Manager, and Tonya Hoogerwerf, Permit Technician.

SPECIAL MEETING:

1. Approve minutes for July 25, 2014.

Commissioner Dole motioned to accept the minutes as presented and Commissioner Frausto seconded. The vote was all in favor. Motion carried.

2. Discussion and possible approval to recommend to Council the Conditional Use Permit CU 14-02, APN: 306-27-020 C, Annette King, 308 Scott Lane, Quartzsite AZ 85346. Property is zoned as C2 - Commercial property and Ms. King is requesting a Conditional Use Permit for a RV Park.

Commissioner Frausto motioned to open the meeting for public hearing; Commissioner Dole seconded. The vote was all in favor. Motion carried.

PUBLIC HEARING:

Skylor Miller read the Staff Report aloud; property located at 308 Scott Lane and zoned Commercial, C2. The property is currently being used as RV storage. Town staff met with all department heads. Staff made the following recommendations:

- 1) Developer shall connect to the Town's sewer and water lines. All capacity fees shall be paid at time of escrow.

- 2) Any lateral utility lines on private property shall be the responsibility of the lot owners to maintain without the Town assuming dedication.
- 3) Written proof of Health Department approval shall be required at time of permit application.
- 4) Engineered drawing including a site drainage plan shall be required at time of permit application.
- 5) Floodplain certificate shall be required at time of permit application

Skylor Miller stated that a conceptual plan was submitted from the applicant showing twelve (12) RV lots, these lots do meet Town zoning lot size requirements. This was conceptual in nature at time of application. At time of development the Town will require full construction plans, civil site plans that would show drainage, and utility schematics. At this time, it is appropriate to review this conceptual plan because without this approval the applicant could not move forward. Typically, RV Parks require a minimum of 2.5 acres of land; however, the property has 1.5 acres. It is explicit in the Town Zoning Articles that the Planning and Zoning Commission has the authority to approve the reduction in the acreage requirement. Surrounding properties are zoned Commercial (C-2) and surrounding properties uses are also RV Parks. The opinion of Town staff notes that the approval of this Conditional Use Permit will NOT be detrimental to this area.

Commissioner Kuehl had visited the site with Commissioner Hearne. Commissioner Kuehl brought in his own drawing of the lot and they both spoke on the layout of the plan. Both Commissioners stated that the applicant could possibly have more room for two additional lots.

Skylor Miller addressed the layout not being to scale. Currently, the applicant is proposing the layout be for twelve lots so the approval will be for twelve lots unless something else comes out of the discussion with the applicant. If the Commission happens to recommend the approval for additional lots those lots, as well as the proposed 12 lots, will have to adhere to the Zoning Article standards.

There was discussion on the applicant's site plan.

Measurements on the plan are minimums and the applicant shows on the plan that all spaces meet Town Code.

Commissioner Hearne asked the applicant the purpose of the extra space and what his plan is because the applicant has more space to allow for two additional RV spaces.

Applicant's representative, Clifton Ryder, stated that since there was construction on Scott Lane, due to the sewer extension, the construction materials were in the way of staking out the south lot. He also addressed the "dead space" in the west lot stating that area will be used for drainage of the park due to the wash being behind the property.

After discussion and review of the site plan Commissioner Hearne made a recommendation to the applicant since there is room for the additional lots that the applicant should ask for approval of 14 RV lots.

Commissioner Frausto mentioned that this property had been an RV park before it was the RV storage.

Chairman Simpson read the letter from Norman Felton, opposing the approval of the RV Park. Patricia Smith, the manager of B-10 Campground, spoke for Norman Felton. She stated that the plan is hypothetical and there was another campground on the property before that caused a lot of problems for B-10.

Commissioner Dole addressed Pat Smith's concerns. He reassured her that the Conditional Use Permit will have to meet the codes and standards of the Town Code as well as the conditions recommended by staff.

Skylor Miller assured Pat Smith that this proposed RV Park will have to adhere to ALL the Town Codes and standards that all the other Parks have as well as the business licensing requirements.

Chairman Simpson responded to Pat Smith's concerns and explained to her the reason for the Conditional Use Permit.

Chairman Simpson stated the APN 306-27-020 C parcel is undersized per current ordinance; however, it has been an RV park previously. It would be consistent with surrounding RV parks, which appear to be the best use for the property. CUP 14-02 would not grant any advantage over other zoned surrounding properties.

Commissioner Frausto motioned to close the public hearing and Commissioner Hearne seconded. All in favor. Motion carried.

Public Hearing Closed.

Discussion ensued regarding the lot size and the amount of RV spaces to be approved.

Commissioner Dole motioned to approve the application CU 14-02 for a Conditional Use Permit to build an RV Park with no more than 14 spaces and incorporating staff recommendations. Commissioner Frausto seconded the motion. All in favor. Motion Carried. Commission made a recommendation to Town Council.

ADJOURNMENT: 2:48 P.M.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting held on September 4, 2014, of the Planning & Zoning Commission of Quartzsite, Arizona.

Dated this _____ day of _____, 2014.

Tonya Hoogerwerf, Permit Technician II

APPROVED:

Norman K. Simpson, Commission Chairman

DRAFT



TOWN OF QUARTZSITE

Planning and Zoning Department
 P.O. Box 2812 465 N. Plymouth Ave.,
 Quartzsite AZ 85346
 928-927-4414 FAX 928-927-3766

Permit Information

Date 8/12/2014

Permit Number 7775

Applicant Annette King (Clifton Ryder)

Old Permit #

Phone 479-207-0215

Permit Type Conditional Use

Project Description Rv Park with 15 spaces

Property Owner

Property Address 308 Scott Lane

City, State, Zip Quartzsite, AZ 85346

Mailing Address Default

City,State,Zip Default

Construction Value 0.00

Square Feet 0

Number of units 0

Status In Review for Approval

Approval Date

Permit Expiration

Comments

Final Date

Assigned To Tonya

Property Information

Parcel#: 306-27-020 C
 Catherine Dailey
 308 Scott Lane S.

Owner Information

Catherine Dailey
 10763 N 3rd St
 Avondale, AZ 85323

Fees

Fee	Description	Notes	Amount
	C U Application Fee		\$250.00
		Total	\$250.00

Payments

Date	Paid By	Amount	Description	Payment Type	Accepted By
8/12/2014	Vicky	\$250.00		Debit card	Tonya
	Total	\$250.00			Amount Outstanding: \$0.00

Uploaded Files

Date File



TOWN OF QUARTZSITE

PLANNING AND ZONING DEPARTMENT

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346

PHONE: (928) 927-4333 • FAX: (928) 927-4400

WEB SITE: WWW.CI.QUARTZSITE.AZ.US

Permit No. 7775

Owner's Name: Annette King Phone No.: 479-207-0215

Address: 308 Scott Ln, Quartzsite
 (Mailing and Physical) 2308 Buffalo Rd. Waldon Ar 72958

Assessor's Parcel Number: 30627020C Zoning C-2

Legal Description of Property: _____

Lot Number: _____ Subdivision: _____

Section 28 Township 4N Range 19W

Location on /between: 308 Scott Ln
 (Street, Lane, Road, Etc.)

CONDITIONAL USE REQUEST FOR: (i.e.:dwelling, temporary structures, etc.)

RV Park

REASON FOR CONDITIONAL USE:

RV Park w/ 12 spaces

Applicant's Signature Vivian Ryden Date 8/12/2014
Christen Ryden

Town Of Quartzsite
 Planning & Zoning 3-09



TOWN OF QUARTZSITE

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August 18, 2014

Annette King
2308 Buffalo Rd
Waldron, AR 72958

RE: CU-14-02 **APN:** 306-27-020 C
Applicant: Annette King
Address: 308 Scott Lane
 Quartzsite, AZ 85346

Dear Property Owner;

Notice is hereby given that the Town of Quartzsite Planning and Zoning Commission will hold a Public Hearing on **Thursday, September 4, 2014 at 2:00 P.M.** to consider the following:

Applicant has requested: Conditional Use Permit for a RV Park.

The Commission will make recommendation to the Common Council on this matter. If such recommendation is made on **September 4, 2014 at 2:00 p.m.** the Common Council shall make their final decision on **September 9, 2014 at 7:00 P.M.** Both the Commission and the Council Meetings will be held at the Municipal Center located at 425 N. Plymouth Ave. Quartzsite, AZ.

In accordance with Town of Quartzsite Development Procedures Article II Section I, you are hereby notified as a property owner within 300 feet of the proposed Conditional Use Request, and that you may file approval or protest in writing to this office at any time prior to the scheduled Board of Adjustment Hearing.

You are also notified that if twenty percent (20%) of the property owners within the 300 foot area file protests in this matter, a super majority vote of the Town of Quartzsite Common Council will be required to approve the request(s).

Should you have any questions regarding this Conditional Use Permit, please feel free to contact this office at (928) 927-4414 or visit our office at 425 N. Plymouth Ave. Quartzsite, AZ.

Sincerely,

Tonya Hoogerwerf
Planning and Zoning Secretary

Annette King
308 Scott Lane
Quartzsite, AZ 85346

Letters to Property Owners within 300 feet of the Proposed Conditional Use Property:

8 Letters were mailed out

1 Letter was returned undeliverable by the Post Office

1 Letter was received AGAINST the Conditional Use Permit

Town of Quartzsite
P.O. Box 2812
Quartzsite, AZ 85346

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88 Shades RV Park
10555 Horseshoe Bend Road
Boise, ID 83714
Grapevine Mines Inc

88 Shades RV Park
10555 Horseshoe Bend Road
Boise, ID 83714
Grapevine Mines Inc

Sally Nichols
1127 NE Hidden Valley Dr.
Bend, OR 97701

Travis City LLC
6707 Steel Oak Lane
Carmichael, CA 95608

Linda J. Kitchuck
1400 Colorado St
Boulder City, NV 89005

Raymond Winsky
Christina Anastasia
P.O. Box 4750 PMB 1273
Quartzsite, AZ 85359

Happy J's Trailer Park
5550 Electric Ave
San Bernardino, Ca 92407

B-10 Campground
Norborn Felton
P.O. Box 789
Quartzsite, AZ 85346

PUBLIC HEARING NOTICE

TOWN OF QUARTZSITE PLANNING & ZONING COMMISSION

SEPTEMBER 4, 2014 AT 2:00 P.M.

QUARTZSITE TOWN HALL
465 N. PLYMOUTH AVENUE

IN ACCORDANCE WITH SECTION 2-4-3 OF THE TOWN OF QUARTZSITE AND SECTION 38-431.02, ARIZONA REVISED STATUTES. NOTICE IS HEREBY GIVEN THAT THE PLANNING & ZONING COMMISSION OF THE TOWN OF QUARTZSITE WILL HOLD A PUBLIC HEARING ON **SEPTEMBER 4, 2014 AT 2:00 P.M.**, AT 465 NORTH PLYMOUTH, QUARTZSITE, ARIZONA.

The Public Hearing will consist of the following items:

1. **CU-14-02. Location:** 308 Scott Lane, Quartzsite, AZ 85346.
APN Number: 306-27-020 C. **Applicant:** Annette King.
Request: Conditional Use Permit for a RV Park.

Certificate of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave., Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave., Quartzsite, AZ, on the _____ day of _____ 2014 at _____ a.m. / p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: _____, Town Clerk's Office.

**PUBLIC HEARING NOTICE
TOWN OF QUARTZSITE
PLANNING & ZONING COMMISSION
SEPTEMBER 4, 2014 AT 2:00 P.M.**

QUARTZSITE TOWN HALL
465 N. PLYMOUTH AVENUE
IN ACCORDANCE WITH SECTION 2-4-3 OF THE TOWN OF QUARTZSITE AND SECTION 38-431.02, ARIZONA REVISED STATUTES, NOTICE IS HEREBY GIVEN THAT THE PLANNING & ZONING COMMISSION OF THE TOWN OF QUARTZSITE WILL HOLD A PUBLIC HEARING ON SEPTEMBER 4, 2014 AT 2:00 P.M., AT 465 NORTH PLYMOUTH, QUARTZSITE, ARIZONA.

The Public Hearing will consist of the following items:

1. **CU-14-02. Location:** 308 Scott Lane, Quartzsite, AZ 85346. **APN Number:** 306-27-020 C. **Applicant:** Annette King. **Request:** Conditional Use Permit for a RV Park.

Certificate of Posting

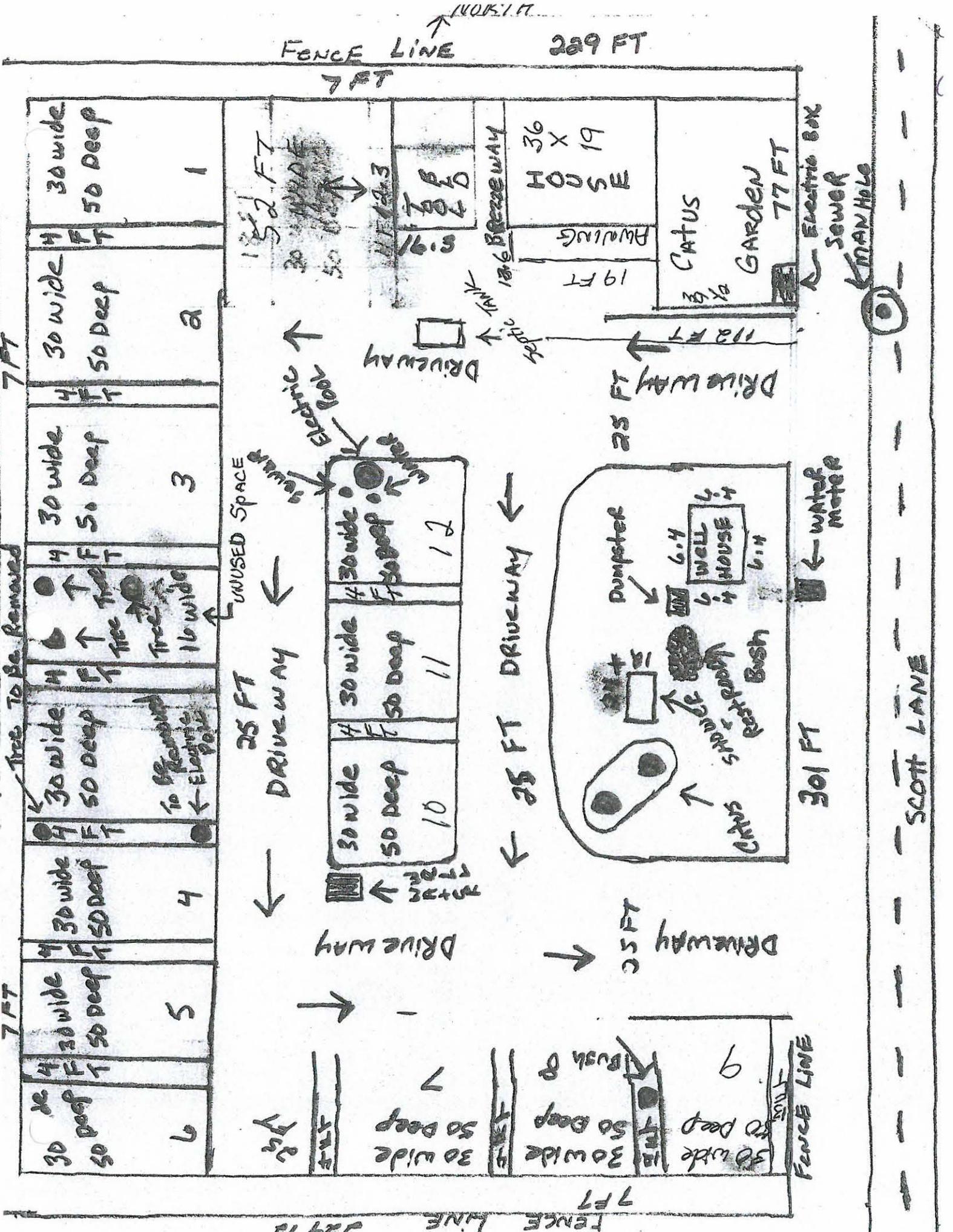
The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave., Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave., Quartzsite, AZ, on the _____ day of _____

2014 at _____ a.m. / p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: _____

Town Clerk's Office.
Publish: 8-20, 27-2014

8518





TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

September 9, 2014

Agenda Item #5

Consideration of the actions taken by the Ad Hoc Ethics Committee related to allegations of violations of the Ethics Code by Mayor Foster, and possible action.

Summary:

At its meeting of August 26, the Ad Hoc Ethics Committee considered six complaints of violation of the Ethics Policy by Mayor Foster. Complaint No. 2 related to an allegation of acting in excess of his office was removed as no evidence was presented. Complaint No. 3 related to an alleged open meeting law violation was postponed for future action. With respect to Complaint No. 1, the allegation is that Mayor Foster's repeated authorized uses of Town letterhead after having been censured violated Town Code Section 11-1-4. One such letter was provided to the committee. The Committee voted to refer the matter to the Council for action. With respect to Complaint No. 4, the allegation is that Mayor Foster failed to sign documents in violation of Town Code Section 2-2-6. The loan document of December 2013 was noted. The Committee found that this was a violation and voted to refer the matter to the Town Council for action. With respect to Complaint No. 5, the allegation is that Mayor Foster posted after the June 20, 2014 Council meeting an article that attacked several people in writing and this was distributed to the public, in violation of Council Procedural Policy manual, Section IX, Legal and Ethical Standards of Conduct, Item 4, Conduct A and H. The Committee voted to refer this to the full body of the Council for the reprimand or censure, or other action. With respect to Charge No. 6, related to the Mayor's Message posted after the June 20, 2014 Council Meeting attacks Council Members and the public using his title as Mayor in the signature, in violation of the Council's Procedure Policy Manual, Section V, Legal and Ethical Standards of Conduct, Item #5, Conflict of Interest, H. The Committee voted to find that the Mayor's message did violate the Procedural Policy Manual, Section V, Legal and Ethical Standards of Conduct, Item #5, Conflict of Interest, H and to refer it to the Council for action.

Responsible Person:

Skylor Miller, Town Manager

Attachments:

Draft Minutes of the August 26, 2014 Ad Hoc Ethics Committee Special Meeting

Action Requested:

To the discretion of Council.

MINUTES
TOWN OF QUARTZSITE
SPECIAL MEETING OF THE
AD HOC ETHICS COMMITTEE

Town Hall
TUESDAY, AUGUST 26, 2014, 5:00 PM

CALL TO ORDER: 5:00 p.m.

ROLL CALL:

Committee Member: Vice Mayor Mike Jewitt, present
Committee Member: Council Member Carol Kelley, present
Committee Member: Council Member Norma Crooks, present

STAFF PRESENT: Skylor Miller, Town Manager; Kelly Schwab, Town Attorney;
Tina Abriani, Town Clerk

BUSINESS:

Committee Member Council Member Crooks moved to approve the agenda as presented and Committee Member Council Member Kelley seconded the motion.

1. Consider approval of the minutes of the Special Meeting of August 12, 2014.

Committee Member Council Member Kelley moved to approve the minutes of the last meeting and Committee Member Council Member Crooks seconded the motion. The vote was unanimous. **Motion Passed.**

2. Executive Session – An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding procedures to be followed related to the complaint filed against Mayor Foster and regarding legal issues related to the complaint, and pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of disciplining Mayor Ed Foster for violation of the Town's Ethics Code and Town Code.

Committee Member Council Member Kelley moved to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding procedures to be followed related to the complaint filed against Mayor Foster and regarding legal issues related to the complaint, and pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of disciplining Mayor Ed Foster for violation of the Town's Ethics Code and Town Code. Committee Member Council Member Crooks seconded the motion. The vote was unanimous. **Motion Passed.**

Mayor Ed Foster requested the discussion pursuant to A.R.S. § 38-431.03(A)(1) be held in a public meeting. Therefore no discussion pursuant to that statute was held in executive session.

ADJOURN TO EXECUTIVE SESSION: 5:02 p.m.

SPECIAL MEETING RECONVENED: 5:14 p.m.

Committee Member Vice Mayor Jewitt reconvened the Special Meeting of the Ad Hoc Ethics Committee.

ROLL CALL: Vice Mayor Jewitt, present; Council Member Kelley, present; Council Member Crooks, present.

3. Discussion and possible action regarding discipline of Mayor Foster for violation of the Town's Ethics Code and Town Code.

Committee Member Vice Mayor Jewitt advised that Item #3, an allegation, of the complaint would not be discussed. He requested that Town Attorney Goodwin explain the reason.

Alleged complaint #3, as listed in a letter sent to Vice Mayor Jewitt by Council Member Kelley is as follows: Violating Executive Meeting rules and admonishments. After the meeting discussing the Cadre Money settlement, Mayor Foster told Jeff Gilbert how the Town worked out the settlement and all details.

Town Attorney Goodwin stated that the discussion regarding the investigation of the allegation, Item #3, of the complaint would not be discussed in open session because it involves a matter discussed in executive session.

Town Attorney Goodwin explained that because Mayor Foster requested this meeting be held in public session, it is not permissible for Former Chief Gilbert, an alleged party to the conversation with the Mayor, to repeat what the Mayor told him, as it is part of a confidential executive session.

Committee Member Vice Mayor Jewitt asked Jeff Gilbert if he understood the explanation given by Town Attorney Goodwin.

Jeff Gilbert stated his understanding.

Town Attorney Goodwin advised that the statute states that any discussion of what took place in executive session would be a violation; therefore, the repeating by Former Chief Gilbert of what was allegedly told to him that was discussed in executive session would be a violation. Town Attorney Goodwin stated she did confirm this with the Arizona Attorney General's Office.

Mr. Gilbert stated he had no idea if what the Mayor said to him was from an executive session or not.

Committee Member Council Member Crooks asked Town Attorney Goodwin to explain the procedure the Committee could follow regarding this allegation. Town Attorney Goodwin said that an executive session could be held under a different statute, but the executive session was not noticed for a discussion under that statute.

Town Manager Miller advised that Chief Drum and Deputy Irwin have declined to appear to be interviewed by the Ad Hoc Ethics Committee without a subpoena. He noted the Ad Hoc Ethics Committee does not have the authority to issue a subpoena.

Committee Member Vice Mayor Jewitt advised the Committee will review each of the remaining charges.

Committee Member Vice Mayor Jewitt read aloud Charge #1 from the letter: The repeated use of Town letterhead, after having been censured, in violation of Town Code Chapter 11, Offenses, Section 11-1-4, Unauthorized Use of Letterhead. This violation is listed as a Class One Misdemeanor in the Arizona Revised Statutes.

Committee Member Vice Mayor Jewitt advised that each Committee Member and many people in the Town have received letters from Mayor Foster, on Town letterhead, that were not authorized by the Town Council to be sent out.

Committee Member Council Member Kelley advised that she brought a letter received June 20, 2014. She stated there are several more; but, she brought the latest one. She noted the Mayor has been sanctioned a couple of times and is still doing it.

Committee Member Vice Mayor Jewitt advised that under Town Code, anything sent out by the Mayor, on Town letterhead, must be authorized by a majority of the Town Council, in a Town Council Meeting and has not been done.

Town Attorney Goodwin asked if there is more than one letter that will be made part of the proceedings. Committee Member Council Member Kelley replied yes.

Committee Member Vice Mayor Jewitt stated the Mayor has refused requests to turn over the letters from him, on Town letterhead, for the Town files, at least three times.

Town Attorney Goodwin advised, regarding Charge #1, the Ethics Code provides that the Committee needs to take action or give direction. She listed some options available to the Committee.

Committee Member Kelley moved to refer the letterhead complaint to the Council and **Committee Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

Committee Member Vice Mayor Jewitt read aloud Charge #2 from the letter: Mayor Foster continues to act in excess of his office and that is a civil violation. Mayor Foster

acts outside of the scope of his office using the term 'Mayor' when he should not. He has spoken at functions as if representing the Town.

Town Manager Miller stated that he requested interviews from two County officials and those requests were denied. He advised he reviewed approximately nine months of minutes from the La Paz County Board of Supervisors' Meetings and found no evidence that the Mayor spoke at those meetings.

Committee Member Council Member Kelley moved to remove Charge #2. **Committee Member Vice Mayor Jewitt** seconded the motion. The vote was unanimous. **Motion Passed.**

Committee Member Vice Mayor Jewitt read aloud Charge #4 from the letter: Violating Town Code Chapter 2, Mayor and Council, Section 2-2-6, Failure to Sign Documents. He has refused to sign minutes and other official documents within the five day timeframe. The Emergency Loan Documents of December 2013 were noted.

Committee Member Vice Mayor Jewitt recalled that the Mayor vetoed the original Council vote which was six to one.

Committee Member Vice Mayor Jewitt recommended all the charges go to the Council.

Committee Member Council Member Kelley moved to take number four to the Council for further action as determined by Council. **Committee Member Council Member Crooks** seconded the motion. The vote was unanimous. **Motion Passed.**

Town Attorney Goodwin asked if there is a finding that there was a violation of the ethics code or the Town's ordinances; or, if the Committee is just referring it to the Council to do its own investigation?

Committee Member Vice Mayor Jewitt stated his intention in referring the matter to the Council is not to do any further investigation, but, for the Council to determine how it should be handled.

Committee Member Council Member Crooks stated the Committee does find that this is a violation and **Committee Member Council Member Kelley** added 'of the Town Code Chapter 2.

Town Attorney Goodwin suggested the motion could be to find a violation of the Town Code for refusing to sign documents and to refer it to Council for action. Committee Member Council Member Crooks and Kelley agreed.

Committee Member Vice Mayor Jewitt called for a vote on the amended motion. The vote was unanimous. **Motion Passed.**

Committee Member Vice Mayor Jewitt read aloud Charge #5 from the letter: The Mayor's Message posted after the June 20, 2014 Council Meeting, attacks several

people in writing and was distributed to the public. This violates the Town Council's Procedure Policy Manual, Section IX, Legal and Ethical Standards of Conduct, Item #4, Conduct, A & H.

Committee Member Council Member Kelley advised the Committee has a copy of the letter, everyone received a copy and everyone saw it. She noted it was signed at the bottom, Mayor, and it attacks several people.

Committee Member Council Member Crooks moved that the Committee finds that the letter of June 20, 2014 is a violation of the Town Policy Procedures, ethics, Item #5, and Conflict of Interest, and refer this to the full body of the Council for the reprimand or censure, or whatever we end up doing. Committee Member Vice Mayor Jewitt added, recommend action. **Committee Member Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

Committee Member Vice Mayor Jewitt read aloud Charge #6 from the letter: The Mayor's Message posted after the June 20, 2014 Council Meeting attacks Council Members and the public using his title as Mayor in the signature. This violates the Town Council's Procedure Policy Manual, Section V, Legal and Ethical Standards of Conduct, Item #5, Conflict of Interest, H.

Committee Member Council Member Kelley stated this is the same letter as that from Charge #5.

Committee Member Council Member Crooks moved that the Mayor's message did in fact violate Town Council's Procedure Policy Manual, Section V, Legal and Ethical Standards of Conduct, Item #5, Conflict of Interest and that the Committee finds that he did violate those and refer it to the full Council for further reference. **Committee Member Council Member Kelley seconded** the motion. **Motion Passed.** The vote was unanimous. **Motion Passed.**

Committee Member Council Member Kelley asked the Town Attorney if the Committee takes this to the Council and put it on a regular agenda, or another executive meeting.

Town Attorney Goodwin advised that the Committee has taken action on five of the six allegations, to consider the Committee's recommendations. She stated that for Charge #3, the Town Attorneys are going to recommend some options for further action.

Committee Member Council Member Kelley moved to direct staff to put all of this on the next agenda. The vote was unanimous. **Motion Passed.**

Committee Member Vice Mayor Jewitt thanked the audience for its attendance.

Committee Member Council Member Crooks moved to adjourn and **Committee Member Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

ADJOURNMENT: 5:37 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of August 26, 2014, of the Ad Hoc Ethics Committee of the Town of Quartzsite, Arizona, held on August 26, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this _____ day of _____ 2014.

Tina M. Abriani, Town Clerk

On behalf of the Ad Hoc Ethics Committee

Approved:

Committee Member Vice Mayor Mike Jewitt

DRAFT