MINUTES

TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MAY 13, 2014, 7:00 P.M.

CALL TO ORDER: 7:00 p.m.

The Mayor introduced Sam Medrano, Republican Candidate for State Representative, District 5.

INVOCATION: A prayer was said by Pastor Bruce.

PLEDGE OF ALLEGIANCE: Led by Mayor Foster.

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; Patricia Ronan, Town Attorney; Laura Bruno, Retiring Town Manager; and Tina Abriani, Town Clerk

APPROVAL/AMENDMENT OF AGENDA:

- The Mayor had Item #1-f removed from the Consent Agenda for discussion.

- The Mayor stated that it had been suggested that the Council remove Items #4, #6, and #7. The Mayor explained the reason for the removals is that there needs to be a work session regarding these matters prior to bringing them before the Council.

- **Council Member Timberlake moved** to remove Item #6 and Item #7 to do them in a work session when the Council has more time for discussion and pull Item #1and Item #4 from the agenda. **Council Member Scott seconded** the motion.

Council Member Orgeron asked why the Council would want to pull Item #4.

Mayor Foster responded that the items will need to be discussed in a work session prior to being brought to Council for a vote.

- Attorney Ronan advised that Item #7 has the sole purpose of discussion among Council with recommendations from staff so that Council may direct staff in the next step.

DRAFT

The Mayor explained the main problem he has with Item #7 is that he requested the Town Code and the Policies and Procedures Manual be brought forth together to resolve the conflicts.

Council Member Scott stated that she remembers there was to be a date and time set for a work session.

The motion to approve the agenda as amended was brought up by the Mayor for a vote. The vote was six ayes and one nay by Council Member Orgeron. **Motion Passed**.

CONSENT AGENDA:

1-a. LEDGER OF ACCOUNTS PAID – Consider approval of check series 37269 - 37355, totaling $192,077.22.

1-b. MINUTES – the Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.

1-c. TRUSTEE APPOINTMENT – Appointment of trustees for the Quartzsite Employee Retirement Program.

1-d. MUNICIPAL PROPERTY CORPORATION – Consider the reappointment of Darrell Crooks, a member of the Municipal Property Corporation, whose current term expires June 1, 2014. The member's new term will expire June 1, 2017.

1-e. PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD APPOINTMENT – Consider the appointment of Beverly Cunningham to the Public Safety Personnel Retirement System Board, with a term to expire March 2018.

1-f. COOPERATIVE PURCHASE – Consider approval of a cooperative purchase under Arizona State Contract No. ADSP013-038803 for a 2014 fully-equipped, marked law enforcement vehicle.

1-g. INTERGOVERNMENTAL AGREEMENT – Consider approval of an Intergovernmental Agreement (IGA) between La Paz County and the Town of Quartzsite for the Town of Quartzsite's elections to be held August 26, 2014 and November 4, 2014.

Council Member Orgeron moved to accept the Consent Agenda as amended and **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed**.

DRAFT

The Mayor called for Item #1-f to be removed for discussion. The Mayor asked if the grant is for the total amount of purchase and if the identified vehicle is the same vehicle for which the Officer got the grant.

Town Manager Miller responded in the affirmative.

Vice Mayor Jewitt moved to approve Item #1-f and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed**.

Council Member Timberlake gave kudos to those Officers that worked on the grant.

ADMINISTRATIVE ITEMS:

2. ANNUAL FINANCIAL STATEMENTS – Consider acceptance of the Annual Financial Statements and Independent Auditors' Report for Fiscal Year 2012-2013.

Town Manager Miller announced that Scott Graph from Colby and Powell was present to give the Auditor's Report.

Scott Graph from Colby & Powell, PLC introduced himself. He stated he is a partner with the firm of independent auditors and he is the lead auditor for the Town of Quartzsite. He made it clear that everything he would be discussing refers to the fiscal year ending June 30, 2013.

Mr. Graph reviewed the opinion pages. He explained the responsibilities of the auditor and management. He stated no material errors or fraud or immaterial frauds were found during this audit.

Mr. Graph listed the Audit Findings (areas in need of improvement):

- A current, as well as previous, finding is that a written accounting policies and procedures manual does not exist.
- Highway User Revenue Funds spending: currently, the Town has a balance still owed to the HURF fund.
- Accounting of certain types of receivables, CAP receivables: currently, the Town is following procedures to reconcile the receivable balances on a quarterly basis.

DRAFT

- A State statute stipulates that there is no expenditure to be made for a purpose that is not authorized in the annual budget. In Fiscal Year 2013, the general fund had expended more than the budget by $49,000.

Vice Mayor Jewitt moved to accept the Annual Financial Statement as presented. **Council Member Crooks seconded** the motion. The vote was all in favor. **Motion Passed**.

3. DESIGNATED EMERGENCY SHELTER – Discussion and possible direction to develop an agreement to utilize the Senior Center as a designated emergency shelter.

Emmett Brinkerhoff, Director of Public Works, spoke regarding meetings he has had with the Senior Center. The Town and the Senior Center are seeking an agreement to have the Senior Center serve as the Town's designated emergency shelter. Within that agreement, the Town will be responsible for fueling and servicing the generator.

The Mayor asked about the cost to the Town.

Mr. Brinkerhoff explained the cost depends on how many emergencies occur because the generator only runs during an emergency. He stated typically there is not even one emergency each year. He will get data on how much it will cost.

Mr. Brinkerhoff advised the Red Cross would classify the shelter as a cooling station, not an emergency shelter because there are no showers.

Laura Bruno stated the Town and Senior Center can decide on a name for the cooling station/shelter at the time of negotiations. She stated the Town is looking to putting a line item of approximately $5,000 into the budget for emergency needs. She also advised that the generator needs to be exercised monthly to be sure it operates properly.

The Council discussed the age of the generator, what to call the cooling station/shelter and possible Town transit system assistance in emergencies.

Attorney Ronan stated the attorneys that create the agreement for signatures will not allow violations of any codes or laws to be in the agreement.

Vice Mayor Jewitt moved to direct staff to negotiate an agreement as discussed with the Senior Center management. **Council Member Kelly seconded** the motion. The vote was unanimous. **Motion Passed**.

DRAFT

4. LANDSCAPE AGREEMENTS – Discussion and possible direction to develop landscaping agreements with local businesses situated on rights-of-ways on designated streets in the Town of Quartzsite.

Item #4 was removed from the agenda.

5. ADOPT-A-STREET – Discussion and possible approval of policies and procedures for a Town of Quartzsite Adopt-a Street Program.

Emmett Brinkerhoff stated the Town does currently have an adopt-a-street Program; but, no policies or guidelines are in place.

The Mayor asked, if the Town Council approves the policies and procedures, will it affect the streets that have already been adopted?

Emmett replied that the people with adopted streets will have first preference at adopting a street under the new policies. He advised the signs will be big with the Town Logo and a removable name plate.

Council Member Kelley asked about replacing signs, should the need arise, for a non-profit entity. Emmett stated that was a matter with which the Town will work.

Council Member Crooks moved to approve policies and procedures for the Town of Quartzsite's Adopt-a-Street Program. **Council Member Kelley** seconded the motion. The vote was unanimous. **Motion Passed**.

6. TOWN CODE, CHAPTER 15, ZONING – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15, Zoning.

Item #6 was removed from the agenda.

7. TOWN CODE, CHAPTER 3, ADMINISTRATION - Review, discussion and direction regarding updates to the Quartzsite Town Code, Chapter 3, Administration.

Item #7 was removed from the agenda.

8. BUDGET – Continuing discussions on the Fiscal Year 2014-2015 Budget for the Town of Quartzsite.

Laura Bruno reviewed the guidelines under which the Town will be working as the comprehensive budget is brought to the Council.

DRAFT

- Laura. Bruno reviewed the sources of revenue. She stated the Town's main source of revenue is local sales tax. Revenues are also received from the State for Vehicle License Fees, State Sales Tax and also State Income Tax. The Town is seeing a boost in its Highway User Revenue Fund.

- Laura Bruno explained the expenditure limitation will be declining for the upcoming year. This is due to a combination of factors, one being the fact that the inflation level is flat. Unless there is a population growth of any significance, there will be no increase in our expenditure limitation.

- Laura Bruno reviewed the sources of revenue for the Town and projections for the 2014-2015 fiscal year.

- Next month, the expenditure portion of the budget, by department, will be brought to the Council. Later, there will be public notices posted and public hearings held. The current goal is to have a tentative budget adopted at the last Council meeting in June.

COMMUNICATIONS:

9. Announcements and Reports from the MAYOR on current events.

None

10. Announcements and Reports from the COUNCIL on current events.

- Council Member Kelley introduced Skylor Miller, the new Town of Quartzsite Town Manager of the Town of Quartzsite.

- Council Member Kelley stated everyone needs to be aware of something happening in the Town. Mr. Oldham has chosen to foreclose on the Isaiah Project. Council Member Kelley advised that if the Town loses Isaiah Project, the panhandling will return to Quartzsite.

Council Member Timberlake stated the Council is very excited to have Mr. Miller at the meeting.

Council Member Timberlake advised that at the last budget meeting of the Quartzsite School Board, which took place in Ehrenberg, the Board decided it was not fiscally wise to close the Quartzsite Elementary School Board.

DRAFT

Council Member Crooks acknowledged the fabulous job that Laura Bruno has done as the Town Manager. Council Member Crooks stated it has not been an easy thing and she thanked Laura for all that she did for the Town. Vice Mayor Jewitt seconded the motion.

11. Reports from the TOWN MANAGER to the Council.

The Mayor invited the new Town Manager, Skylor Miller, to stand up and introduce himself.

- Town Manager Miller advised that Judy Clark, the Bank Manager of Horizon Community Bank, was at the meeting to facilitate the signing of the necessary documents by those Council Members that are designated as authorized signers on the Town's bank accounts.

Town Manager Miller thanked the Mayor and Council for choosing him to be the next Town Manager. He stated it was an honor and a privilege to be there and that he looks forward to serving the Town.

Town Manager Miller thanked Laura Bruno for her counsel during his first week. He noted that she shared a wealth of knowledge. He stated he appreciates the advice she has given and the welcome he received from the staff.

Town Manager Miller said he and his family are very eager to be involved with Quartzsite on a number of levels and are truly looking forward to making Quartzsite their home. He gave thanks to everyone that welcomed them.

COMMUNICATIONS FROM CITIZENS

- Mike Hobby, the Pastor of the Isaiah Project, stated there is a state law that states no matter how a tax is levied against a property, it must be paid; once paid, it can then be protested. Pastor Hobby advised that the tax levied on the property was so heavy they could not pay it. He stated there are pledges coming in from all over; from as far as northern Canada and New York State, and if they do all they say they will do, it should be enough to pay the tax.

- Marilyn McFate thanked the Council and others that are working on designating an area to take people to in an emergency.

- Audrey Berger spoke regarding transients on the corner of Moon Mountain and Cowell, prior to the Isaiah Project. She wants to keep that population moving in the right direction.

DRAFT

- Terry Frausto asked the Mayor a question. She asked him why he has told people that he is not allowed in Town Hall. She stated she made a public records request and no records were found regarding that matter. She stated she wants a response in writing.

- Town Manager Miller advised that the entirety of the Council must be addressed when the public is commenting.

- Sam Medrano, a candidate for Legislative District 5, House of Representatives, stated he attended the Town Council Meeting to meet people and noted the Town of Quartzsite is dealing with some of the same issues as he is in Bullhead City and finds a lot in common with Quartzsite. He shared a similar situation regarding establishing a cooling station in Bullhead City. He has been on the City Council of Bullhead City for eleven years.

ADJOURNMENT: 7:59 p.m.

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

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of May 13, 2014, of the Town Council of Quartzsite, Arizona, held on May 13, 2014.

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

DATED this 27th day of May 2014

_____

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

_____

Ed Foster, Mayor

DRAFT