

**MINUTES  
TOWN OF QUARTZSITE  
REGULAR MEETING OF THE COMMON COUNCIL  
TUESDAY, MAY 27, 2014, 7:00 PM**

**CALL TO ORDER:**      7:00 p.m.

**INVOCATION:** Led by Dan Berkey.

**PLEDGE OF ALLEGIANCE:** Led by Vice Mayor Jewitt

**ROLL CALL:** Mayor Foster, present; Vice Mayor Jewitt, present; Council Member Kelley, present; Council Member Crooks, present; Council Member Orgeron, present; Council Member Scott, present; Council Member Timberlake, present

**ABSENT:** None

**STAFF PRESENT:** Skylor Miller, Town Manager; Patricia Ronan, Town Attorney; Amy Daniel, Deputy Town Clerk; Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:**

Council Member Timberlake requested check 37377 be pulled and Council Member Scott requested check 37401 be pulled. Motion to approve the agenda with amendments was made by Council Member Timberlake and seconded by Vice Mayor Jewitt. All in favor. Motion carried.

**PRESENTATIONS; PROCLAMATIONS:**

**1. PROCLAMATION** – Seniors’ Month June 1–30, 2014

**CONSENT AGENDA:**

**2-a. LEDGER OF ACCOUNTS PAID – Consider approval of check series 37356 - 37423, totaling \$164,915.55.**

Motion to approve consent agenda as amended made by Vice Mayor Jewitt and seconded by Council Member Crooks. All in favor. Motion carried.

Motion to approve check 37377 – Fred Pryor Training Services made by Council Member Timberlake and seconded by Council Member Scott. All in favor. Motion carried.

Motion to approve check 37401 – 40 foot storage container for Parks Department made by Council Member Scott and seconded by Council Member Timberlake. All in favor. Motion carried.

- 2-b. **MINUTES – Consider approval of the minutes of the Regular Meeting of May 13, 2014.**

**ADMINISTRATIVE ITEMS:**

3. **TENTATIVE BUDGET – Discussion, Review, and Consideration of a Tentative Budget for Fiscal Year 2014-2015.**

Town Manager Miller reviewed the budget calendar for final adoption. Preliminary discussion with department heads and Council on April 29. June 3 – budget workshop via special Council meeting. June 10 – Adoption of tentative budget at regular Council meeting. June 24 – Public hearing to be held. July 7 – adoption of final budget. Council recommended June 3 at 2:00 p.m. Revenues as recorded by Laura Bruno on May 13. Mayor Foster would like more info on Recap Sales Tax actuals and would like to budget in excess. Council Member Kelley would like to suggest increasing business license fees to help generate revenue for the Town.

Town Council, Administrative, and Legal Services – discussed new objectives – no staffing changes and no capital requests. Town Council Expenditures budgeted at \$93,060 to include Council compensation, training, and overhead costs. Administrative services budgeted at \$383,694. Legal Services is budgeted at \$175,000. Long term debt repayment is budgeted at \$158,300.

Council Member Timberlake has questions and would like to see more details on legal services. Community Development Services objectives to provide training and education, encourage smart growth, and seek access to specialists within our regional on an on call basis with no changes in current staffing levels. Town Manager Miller has budgeted for a full time Director in this department but will look at taking on some of these duties himself. Would like to see how this department is working in the short term before making a long term commitment. Community Development department is budgeted at \$138,818 and outreach at \$17,200 to cover expenses of generator maintenance at the emergency shelter at the Senior Center.

Library services objectives are to strengthen skills of staff, expand learning opportunities to children, and stabilize online access. There are no changes proposed in staff and no capital requests. \$169,453 total budgeted for Library services.

Magistrate Court objectives are to ensure equal access to justice, develop policies to strength collections procedures, and continue to improve efficiencies. Staffing will seek consistent coverage and may look at a part time position therefore reducing staff. There are no capital requests. Total budgeted for Magistrate Court is \$246,625.

Parks, Recreation, and Cemetery services objectives are automated irrigation systems, replace plumbing and fixtures at dance slab, ongoing maintenance and repairs, purchase a used bucket truck and sprinkler system for the Parks Department. Recreation objectives are to work with Arizona Western College to develop a one day a week program to promote literacy. No staffing changes are requested however there may be a need to seek volunteer positions in Recreation. Cemetery services looking at repairs and expansion – no staffing changes purposed. Capital requests for the Cemetery entrance repairs and a coffin lowering device. \$285,285 is the total budgeted for Parks, Recreation, and Cemetery departments. Council Member Scott would like to know why the water fountains are empty at the park. The kids need drinking water; especially with triple digit temperatures we are facing.

Public Safety – objectives are to develop revised updated policies and procedures, provide adequate shift coverage, and will seek grant funding. Currently have 4 vacant positions – 1 chief and 3 officer positions. Town Manager Miller would like to focus on filling the chief position prior to filling the officer positions. Council Member Timberlake and Council Member Scott have questions regarding the settlement and the vehicles purchased. Town Attorney Ronan addressed and answered the questions regarding legal services, the settlement, and the vehicles. Town Manager Miller will get a definite clarification on the litigation and legal fees and report back to Council. Capital requests to purchase body armored video equipment and 2 replacement vehicles and 3 in car video cameras. Total budgeted is \$1,169, 831.

Transit Services objectives are to develop a fixed route system, maintain out of town weekly routes, and develop funding to support next season's trolley operation if awarded necessary grant funding. No staffing changes unless grant funding is received. Capital requests contingent upon grant funding are transit van, scheduling software, and cameras. Total budgeted for Transit is \$107,829.

Public Works department currently has a surplus in HURF funds and we would like to spend down some of the excess funds in this department. Total expenditures budgeted for this department is \$1,446,504 which shows a greater amount then its revenues. Vice Mayor Jewitt has a question on borrowing monies from the HURF funds. Town Manager Miller responded to the question on HURF and surplus funds.

Water and Waste Water Services objectives are to complete Quail Trail well rehab, reinstitute back flush water lines, adhere to Kofa well remove and replace preservation cycle, waste water system expansion, and implement direct payment option. Future considerations for this department are to install reader system on town wells, expansion to serve Q Mountain and Rainbow Acres. No staffing changes proposed. Capital requests are Kofa well replacement, trash pump, and portable water meter reading equipment. Revenues include the proposed rate change; this includes projected revenues for 10 months. Revenues total \$2,399,255 and expenditures are \$1,573,645 for water department. Waste water expenditures are budgeted at \$981,262.

Grant revenues and expenditures come from various sources: Library grants funds, police and task force grants, and other misc grants. \$341,000 is projected in the budget for grant revenues.

Summary sheet to include spreadsheet on all details discussed. Summary sheet includes all department revenues and expenditures.

Legal fees – Fiscal Year 2012-2013 budgeted legal fees and expenditures were \$203,000, actual fees and special litigation were \$431,826. Fiscal Year 2013-2014 budgeted legal fees are projected at \$207,000, actual numbers still pending for this fiscal year.

**4. TOWN CODE, CHAPTER 15, ZONING – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15 Zoning, Article III Rules of Construction and Definitions, Section 2 Definitions; Article IV Establishment of Zoning Districts, Zoning Map and Interpretation of District Boundaries, Section 1 District Boundaries; Article X Conditional Use Permit, Section 2 General Regulations.**

Mayor Foster would like to ensure the zoning amendments have no affect on any piece of property or on any property owner under the Property Protection Act. Town Attorney Ronan clarified that the Town has authority to change zoning regulations. The proposed amendments do not change to the zoning rules, lot sizes, proposed amendments are made to the substance of the wording and have no affect on any homeowner's rights. All changes are to comply with state law. Town Manager Miller states wording was made by the Planning and Zoning Commission and is recommended as an easier read and to stay consistent with the general plan language. Council Member Scott wanted to ensure the Planning & Zoning Commissioners are on board with these amendments. Mayor Foster wants to ensure no single piece of property will be affected with these changes. Town Manager Miller advised no property will be affected with these changes. Council Member Crooks moved to adopt the Zoning ordinance amendments. Seconded by Vice Mayor Jewitt. Six votes in favor and Mayor Foster voted nay. Motion carries.

**5. TOWN CODE, CHAPTER 3 ADMINISTRATION – Review, discussion and direction regarding updates to the Town Code, Chapter 3 Administration to provide direction regarding appointments of town officers, vacancies, removals, job duties, the Personnel Advisory Committee and Town procurements.**

Town Attorney Patricia Ronan discussed the method for appointing officers and their duties. Currently, the Building Inspector position is not considered an officer. Would Council prefer to expand to include the building inspector as an officer? Council Member Scott would like to add this position. Council Member Orgeron, Mayor Foster and Council Member Kelley are opposed. Town Clerk position is considered an administrative role that reports to Town Manager, duties have involvement in elections process – legal recommends that Town Clerk is appointed by Town Manager. Council Member Crooks asked how many other municipalities perform in this manner. Council

Member Scott would prefer to see Town Manager concurrent to Council. Council Member Crooks asked for Town Manager Miller's opinion based on his experience. He prefers Town Manager concurrent with Council but also sees the reason for legal's recommendation. Town Attorney will prepare ordinances for both potential options; Town Manager appoints and Town Manager appoints concurrent to Council. Police Chief Position; Town Attorney recommends Town Manager appoints concurrent to Council. Council Member Orgeron and Council Member Scott agree with the current method.

Town Engineer position – town attorney recommends Town Manager to appoint and Council to approve the contract terms and give final approval. Council Member Orgeron, Vice Mayor Jewitt, and Council Member Crooks agree.

Town Attorney position - Council Member Orgeron, Council Member Crooks and Council Member Scott believe the Town Attorney should be appointed by Council. Town Manager removal procedure – legal recommends that Town Manager is removed by a majority vote from Council. Council Member Kelley, Council Member Crooks, Council Member Orgeron, and Council Member Scott prefer legal's recommendation.

Town Manager's responsibilities – Town Manager supervises the Police Chief and supplies council with a written evaluation on an annual basis. Mayor Foster asked legal about appointed officials and monetary disclosures of financials. Town Attorney appointed by Council – legal recommends some additional language for the special prosecution. Council Member Crooks agrees with legal's recommendation. Council Member Scott would like the Building Inspector position to be added as a position that needs approval from Council for hiring in the future. Council Member Kelley would like to know what is the current status of our Building Inspector. Town Manager Miller is evaluating the current staff and the Planning and Zoning department. Personnel Advisory Board – legal recommends adding 2 alternates to be appointed to help with the quorum and to avoid conflict of interest. Duties – legal recommends adding a provision authorizing public hearings be held in executive session. Default is to have in private and confidential unless employee requests otherwise. Council Member Orgeron, Council Member Crooks, and Council Member Kelley agree with this. Employee will receive written notice to include the executive session with the option to hold in public.

Procurement – Town Manager is the procurement agent – legal recommends we keep this the same. Recommend threshold be set forth in the code, eliminate reference to category and revise the threshold. Other municipalities' thresholds were reviewed by Town Attorney Ronan. Council Member Orgeron would like to look further at the exemptions. Council Member Kelley likes the current thresholds. Town Manager Miller believes in getting formal bids but believes the thresholds for Chino Valley would be more acceptable. Council Member Orgeron would like to get a status update on sealed bids over \$8,000.

Office of Zoning Administrator – legal recommends creating a zoning hearing officer due to current state statutes. Need guidance on how this position would get

appointed. Council Member Scott prefers Town Manager appoints concurrent to Council approval. Appointment of Administrator – update with duties clearly identified.

**6. LANDSCAPING AGREEMENTS – Discussion and possible direction to develop landscaping agreements with local businesses situated on right-of-ways on designated streets in the Town of Quartzsite.**

Town Manager Miller is looking for direction from Council. Public Works Director Emmett Brinkerhoff is proposing to use HURF funds to provide hardscaping and aesthetic improvements to businesses. Once improvements are made, maintenance would be handed over to the private businesses.

Town Attorney Patricia Ronan stated any interested business owner would have to agree to the terms of the contract set forth. This would be a voluntary agreement between the Town and business owners.

Mayor Foster stated business owners currently upkeep their businesses on Main Street. He would like assurance that no homeowners or private property would be affected.

Town Manager Miller is looking to get the blessing of Council prior to taking this idea to the business owners on Main Street. We are looking for value added visual care to the community. Final design would be a collaborative effort with Public Works and the business owner.

Council Member Scott would like to discuss state ROW's, this would only apply to Town ROW's. Council would like to see which businesses are being targeted. Town Manager Miller would create a map to include targeted businesses. Funding would be on a first come first serve basis with available funding.

**COMMUNICATIONS:**

**Announcements and Reports from the MAYOR on current events.** None

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

Council Member Orgeron stated Ed Options AIMS testing fall results were 100% of students passed reading test 78% passed math, spring of this year was 100% passed reading and 86.7% passed math. Ed Options High School Graduation Ceremony is Friday, May 30<sup>th</sup>, 2014 at the Community Center at 6:00 p.m.

**Reports from the TOWN MANAGER to the Council.**

Town Manager Miller stated the CADRE settlement check was received in the amount of \$97,500 and the check has cleared the bank. Planning & Zoning Commission held a public

hearing on the General Plan last week. This was the last opportunity for public participation and comment. Staff is working to complete the update based on final public participation and hearing comments. We are anticipating a June date to finalize with Planning & Zoning and July to present to Council review and adoption. A work session is scheduled this Thursday at 1:30 p.m. to discuss proposed rate changes. Would like to look in detail at volunteer boards and discuss boards at a later meeting

**COMMUNICATIONS FROM CITIZENS**      None

**ADJOURNMENT:** 8:49 p.m. Vice Mayor Jewitt moved to adjourn the meeting and Council Member Kelley 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 27, 2014, of the Town Council of Quartzsite, Arizona, held on May 27, 2014.

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

DATED this 10<sup>th</sup> day of June 2014

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Amy Daniel, Deputy Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor