

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, MARCH 24, 2015, 7:00 PM**

**CALL TO ORDER:** 7:00 p.m.

**INVOCATION:** Prayer led by Pastor Bruce Swart.

**PLEDGE OF ALLEGIANCE:** Led by Council Member Kelley.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Simpson, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, Council Member St. Germain.

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

**CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:**

Michael Roth, resident, stated there will be a free aquaponics class that will teach attendees how to grow their own vegetables and raise their own fish year round. The method uses no chemicals; only fish waste is used to increase the quality of food and reduce the cost to cover it. He invited everyone to attend the free class. He said aquaponics yields more with less consumption. Dr. Paul Range, PhD., a thirty-year expert in aquaponics and part-time residents will teach the class here in Town. Interested people are to let Michael Roth know and request a flyer.

Monica Timberlake, resident of Quartzsite, spoke regarding a group called the Young Americans. They are a performing arts college in California. In the past, four students from Quartzsite attended a three-day Young Americans Workshop at Palo Verde College in Blythe. She said it is a phenomenal program and will be coming back to Blythe in April. She asked that the Council, or anyone from the community, become a sponsor for a student to be able to attend the workshop in April. The cost is \$59, per student, for all three days and for a T-shirt that is the student's costume and souvenir. On April 19, 2015, the final day of the workshop, there will be a public performance given by the participating children. Tickets for the performance will go on sale on April 19, 2015. The charge will be \$10 per ticket.

**PROCLAMATIONS:**

1. **PROCLAMATION** – Mayor's Day of Recognition for National Service April 7, 2015.

Vice Mayor Simpson read the Mayor's Day of Recognition for National Service April 7, 2015 Proclamation aloud for the audience.

**2. PROCLAMATION – National Library Week April 12-18, 2015.**

The Mayor read the National Library Week April 12-18, 2015 Proclamation aloud for the audience.

**CONSENT AGENDA:**

**3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 38646 - 38692, totaling \$60,529.42.**

**Council Member Davidson moved to approve the Consent Agenda as read and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.**

**PUBLIC HEARING:**

**4. TRANSIT GRANT FUNDING – PUBLIC HEARING - Authorize the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310, and 5311 funding.**

Town Manager Miller stated the 5310 grant funding program is something that the Town has always applied for to supplement the transit budget. This year, limited funding is available for 5310 and the Town looks to expand services within the Town. The 5311 grant funding program is available and the Town has already begun the application process. Town Manager Miller advised that this agenda item is a continuation of that process.

The Mayor asked for a broad outline of the current and future Town transit system.

Janet Collier advised that the Town currently runs a small transit system called 5310. This is dedicated to senior citizens, aged 60 and over, and those with disabilities. The Town of Quartzsite has run this program since 1992.

The Town was awarded 5311 grant funding last year, in the amount of \$221,743. The local match required was \$71,936. Part of those funds will be used to hire a transit planner who will review the Town's services and its needs in order to give a recommendation to the Town regarding what a sustainable public transportation system would look like for Quartzsite. This year the Town is again applying for 5311 grant funding.

Mrs. Collier advised that as a result of the transit study, the Town may stay with the current 5310 program and find better ways to manage it; or the Town may run two separate programs, public transportation and a curb to curb service. Another option may be to run a combined program which would be called a deviated fixed route.

Mrs. Collier advised that because the study has not been completed, the Town has applied for both types of grant funding.

The Mayor asked Janet to explain the differences between the 5311 and 5310 funding.

Mrs. Collier stated 5310 funding is to be used strictly for people aged 60 and older and those that are disabled. She said this is a curb to curb service, similar to a dial a ride system. She said 5311 funds are to be used for public transportation with routes and stops.

Council Member Davidson asked Mrs. Collier for a current rough figure representing how many people use the transit system monthly.

Mrs. Collier replied that the Town has a current ridership of about 60 people.

The Mayor asked the public to step forward with questions as it is a public hearing.

Council Member Warner asked Mrs. Collier who the transit planner is.

Mrs. Collier advised that ADOT put out an RFP for a transit planner for Quartzsite. There have been two responses and one will be hired soon.

Council Member Davidson asked how much transit planners charge.

Mrs. Collier said they are paid \$90 - \$125 per hour. She explained that the transit planner's services are part of the grant which covers \$48,000 for that process. The Town of Quartzsite's required match money for the process is \$12,000.

The Mayor closed the public hearing.

**Council Member Orgeron moved** to adopt Resolution 15-04 authorizing the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Section 5310 and 5311 funding. **Council Member Kelley seconded** and the motion.

Vice Mayor Simpson called for discussion of the item. He stated it looks as though the Town is impacted by a 58% match that comes to \$47,850. He said the Town is also responsible for any increases, which is part of Resolution 15-04.

Vice Mayor Simpson asked how the Town can commit when the Council does not know what it has to work with monetarily. He said he thought it was premature and needed to occur after, or at least during, the budget process.

Town Manager Miller stated the Council already approved the funding for the transit planner. He explained this is part of the application process and the Town needs to plan and design this route so that the Town knows how to fund it and budget it.

Mrs. Collier said the grants are due April 10, 2015 & April 17, 2015 and in order to apply for them, the Town must have a resolution such as the one before the Council now. She said that last year the Town was awarded \$221,743 and the Town still has it, at ADOT, and as the Town goes through the different phases, ADOT gives the Town the money and the Town provides the match for each phase.

Mrs. Collier explained what the Town is doing now is writing a grant for the 2015-2016 season.

The Mayor asked if the Town is looking at an increase for transportation or trying to reallocate and shift funds within the Town's budget.

Town Manager Miller stated the 5310 grant covers about \$15,000 per year and the Town's transit budget is about \$110,000, which is what the Town is using for transit per year now.

Town Manager Miller explained the 5311 program is proposing to fund a much higher percentage of the total budget for that program. If the Town moves forward with the 5311, there will be less general fund money spent in transit and more of it will be coming from grant sources.

Vice Mayor Simpson asked what is the total impact the Town could be liable for on this and whether or not he was correct regarding the 58% and any cost increases.

Town Manager Miller said he doesn't have those numbers in front of him and the Town will not design a system it cannot fund; it will be within the budget.

Town Manager Miller said this secures revenue in the form of grant money.

Mrs. Collier stated this is the hearing to accept responsibility for the grants.

Mrs. Collier stated the 5311 funding allows the Town to use the funds to offset other costs such as the Town Transit Coordinator's pay, telephone costs, and electrical costs, which will assist the general fund. She explained that up to 58% of that money can be used for in-house operations, rather than just operations of the vehicles.

Vice Mayor Simpson asked if this is a totally subsidized transit system or if it generates revenue.

Town Manager Miller stated that right now there is a donation program where the fare for riding is technically optional, certainly encouraged, but the revenue received from riders is a small portion of the cost to run the transit system.

Mrs. Collier stated that approximately \$8,000 was collected from the riders last fiscal year, under the 5310 program.

Mrs. Collier said fares are supported and set by the Council. The transit planner will complete a study and make a recommendation to Council regarding new fares.

Vice Mayor Simpson said this resolution will lock the Town into matching funds either way.

Town Manager Miller stated that is right. Town Manager Miller asked if the Town is currently obligated to continue the transit services as they are. He stated the Town applies for the 5310 every year and that leaves the remainder of the funds to operate the transit system to be paid by the Town, which is 85% - 90% of the total dollar amount to keep the transit system going at the current level of service.

Town Manager Miller said if the maximum the Town has to contribute to 5311 is 58%; the Town will save quite a bit of money.

Town Manager Miller said the Town is spending a lot of general fund dollars for a needed service out in the community; but, it is definitely a service and not a traditional business model, it is not self-sustaining. He said the Town is looking for new and creative ways to not only expand that service but to make it more sustainable with the budget and this is why the Town needs to move forward with the applications for the grants.

Council Member St. Germain asked under what obligation the Town will be if the transit planner's study results show that the Town is fine with what it has.

Town Manager Miller stated, in that case, the Town will only get 5310 funds for curb to curb service and not receive 5311 funds for public transportation.

**Council Member Orgeron's previously stated motion and Council Member Kelley's second** to that motion was voted on. The vote was six aye votes and one nay vote. The nay vote was from Vice Mayor Simpson. **Motion Passed.**

#### **ADMINISTRATIVE ITEMS:**

5. **MINUTES** – Consider approval of the minutes of the Work Session of March 10, 2015, the Regular Meeting of March 10, 2015 and the Special Meeting of March 17, 2015.

**Vice Mayor Simpson moved** to approve the minutes as presented and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

6. **CEMETERY** - Discussion and possible action to authorize the purchase of materials for the proposed capital improvement construction of the Hi Jolly Cemetery Kofa Road entrance improvements (budgeted FY 2014-2015).

Town Manager Miller stated this was a \$10,000 capital improvement item from the current fiscal year's budget.

Dinice Ross of the Cemetery Department and Tom Thomas of the Park Department were at the podium to explain the project. Some of the details of the Cemetery Kofa Road entrance improvements were discussed including the materials and pricing. The wall will be twenty feet off the road, sixty feet long, 5.5 feet high and will be curved. There will be drainage on both sides of the wall. Lettering will be made using sheet metal. The project will take four to six weeks and will be beautiful, said Tom Thomas.

Mrs. Ross advised that the Cemetery Board approved the project for recommendation to the Council.

Town Manager Miller asked for some of the names of the vendors and final costs.

Mrs. Ross stated John, of Pioneer Landscaping Material in Gilbert, AZ, quoted \$750, plus a mining tax – approximately 35\$, for the gravel. She said the blocks cost \$2,736.32, the sheet metal cost is \$310.73, and the mortar for the capping is \$428.73. Mrs. Ross said the total is \$4260.78, which is less than the \$10,000 that was budgeted for this project.

Town Manager Miller verified there are four separate vendors supplying material for the project.

Mrs. Ross said that was correct, there are four separate vendors.

**Council Member Orgeron moved** to authorize the purchase of materials for the construction of the Cemetery's Kofa Road entrance improvements and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

7. **TITLE VI** – Review and possible action to adopt Resolution 15-05, Title VI Implementation Plan for the Quartzsite Transit Services. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance, the individuals who are covered by these protections, the entities that must follow this law, and how Title VI is enforced.

Town Manager Miller said this will apply to the Transit Department only.

**Council Member Orgeron moved** to adopt Resolution 15-05 Title VI Implementation Plan for the Quartzsite Transit Services to satisfy Federal Transit Administration requirements and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

8. **ELECTION** - Canvass of votes of the March 10, 2015 Special Election and possible adoption of Resolution No. 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election Held on March 10, 2015.

The Mayor read the final results into the record. There were 348 yes votes and 50 no votes. The franchise therefore passed.

**Council Member Orgeron moved** to adopt Resolution 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election held on March 10, 2015 and **Council Member St. Germain seconded**. The vote was unanimous. **Motion Passed**.

9. **APPROVED VENDOR LIST** – Discussion and review of vendors currently used by the Town and direction to staff to recommend policy direction for future approval.

The Mayor asked to table this agenda item. He noted the list of the Town's vendors is extensive.

Town Manager Miller said the list is a list of vendors the Town has used in the last two years. Some items on the list are individuals that have been reimbursed. Town Manager Miller asked the Council to review the list and he will schedule some time to answer questions. At an upcoming meeting, after the questions and answers, Town Manager Miller stated he will put together a proposed list for approval by the Council.

The Mayor said the Council may approve the list, with questions, at the next meeting.

Town Manager Miller said he could schedule individual meetings with the Council Members and bring in the finance staff to look at the list.

Town Manager Miller said Council Member Warner asked for information regarding the frequency with which the Town uses the vendors on the list. He said that is information that he would like to provide to Council before the issue of implementing an established list for approval is decided.

Vice Mayor Simpson stated there was no mention of what kind of service was provided.

10. **COMMUNITY CENTER OPERATIONS AND ACTIVITIES** - Review of current Community Center operations, programming, staffing, fee schedule and discussion of possible changes.

Town Manager Miller said the Town currently staffs the community center with one full-time Recreation Specialist and a part-time Recreation Assistant and those hours flex throughout the year. The two major programs the Recreation Department provides for the youth are a six week summer youth program that had extended hours with meals involved, a day camp style of a program for socialization, and an after-school recreation program provided during the school year.

The hours of the part-time staff member are higher during the summer to provide additional coverage for the summer program and are reduced through the rest of the year.

Town Manager Miller said he is looking to see how Council wants to proceed.

Town Manager Miller said he wants to keep the community center open for at least twelve hours a day. He wants to attempt initially to utilize a volunteer corps to expand services and hours of operation.

The Mayor and Council Member Orgeron asked about insurance for volunteers.

Council Member Orgeron suggested that the Town try to enter into a partnership with the school district and the high school to get coverage and or aid in funding for the after-school program.

Council Member St. Germain asked if the Town will be able to staff the summer program this summer.

Town Manager Miller said yes.

There was discussion of the age requirement for volunteers and insurance concerns. Town Manager Miller said he will check with the Town's insurance and check into Town provided background checks. Labor laws will be checked with the insurance company as well.

The Mayor directed staff to create a list of volunteers.

Fees for the use of the community center were discussed as well as whether or not the fees cover the costs of electricity and maintenance.

The Mayor directed Town Manager Miller to keep the summer program going, to look at volunteers, to look at how the facility can be kept open more hours, and to come back to Council with a volunteer staff and an explanation of how the operation will be run.

Town Manager Miller asked for clarification of what the Council's direction is regarding the fees for the community center.

Council Member St. Germain said that if a non-profit is doing something open to the public, there should be no fee. He said if it is not a non-profit event, they should have to pay a fee, regardless of whether or not it is open to the public.

Town Manager Miller clarified that no fee will be required for an event held by a non-profit organization that is open to the public.

Town Manager Miller said he will put together a proposed fee schedule and indicated it would be for review and revision by the Council with possible additional line items.

Council Member Warner stated she would like to know what an average daily utility rate is for the community center so that the fees can help offset some of that cost.

### **COMMUNICATIONS:**

#### **Reports from the MAYOR on current events.**

The Mayor spoke regarding trails and open lands. He advised that he had a couple of discussions with the Gem and Mineral Club and with the Peace Trail group. He said one of the things that came out of the discussions is that certain people within those groups have really good relationships with BLM. He said he will go to Lake Havasu City tomorrow and he will stop by the BLM office to say howdy and see if he can set up a luncheon engagement with the director. He is trying to pursue the problem of trail closings out in the desert.

#### **Reports from the COUNCIL on current events.**

Council Member Warner advised that she had a meeting with a commercial business property owner. Council Member Warner said the owner wanted to know if the Council would be willing to listen to a presentation from him and potentially other people at an ad hoc committee to help promote the Town. Council Member Warner said she would set it up after the Mayor said to absolutely invite the owner to speak.

Vice Mayor Simpson said the Southwestern Round-up Art Show that was formerly held at the Mountain Quail clubhouse has outgrown the clubhouse after five years, so the event will be held at the QIA. There will be fine arts and hopefully some crafts in the show as well. He advised that when an individual pays for his or her purchases, the fee and sales taxes are paid at the same time. He welcomed the Council Members to be part of the event.

Council Member Kelley thanked the Vice Mayor for his past work and his help with the Food Bank.

Council Member Kelley spoke about the Philly Cheese Extravaganza, a Food Bank fundraiser. She announced it was successful and will be held again in November and next March.

Council Member St. Germain spoke about the All Fools Rally that will be held on April 4, 2015. There will be a 20-25 mile ATV, dune buggy and bicycle run. The rally registration starts at 8:00 a.m. It takes off at 11:00 a.m. from Gunny's Military Museum and ends up at the VFW. All day there will be goings on at the VFW. There will be a live band. Breakfast starts at 8:30 a.m. with biscuits and gravy, lunch will be hamburgers and hot dogs and supper will be a pulled pork sandwich with all the fixings. He encouraged everyone to attend especially at 3:00 p.m. when the QIA will present a true American

hero with a track chair. The hero lost his leg while serving his country in Afghanistan. The presentation will be held at the new VFW building, the old Palo Verde Café. The address of Gunny's Military Museum is 735 W. Ocotillo Lane, which does not exist in current GPS listings.

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

Town Manager Miller stated the Town has posted notices of vacancies on the Town's volunteer boards. The Town is encouraging members of the community to stop by Town Hall and fill out an Interest Statement and become part of the public process and join the Town on one of its boards.

Town Manager Miller advised there is a vacancy in the Library. He stated he and staff have evaluated the need and believe that in order to maintain proper staffing; the position will have to be filled on a part-time basis. He advised that the Town will be advertising for that position shortly.

**Council Member St. Germain moved to adjourn and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.**

**ADJOURNMENT:** 8:25 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of March 24, 2015, of the Town Council of Quartzsite, Arizona, held on March 24, 2015.

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

DATED this 14<sup>th</sup> day of April 2015

  
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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

  
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Ed Foster, Mayor