

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MAY 12, 2015, 7:00 PM

CALL TO ORDER: 7:00 p.m.

INVOCATION: Prayer given by Pastor Bruce Swart.

PLEDGE OF ALLEGIANCE: Led by Mayor Foster.

ROLL CALL:

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

Absent: Council Member Kelley.

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

Town Manager Miller stated Council Member Kelley was in the hospital and recovering from a back injury.

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Jennifer Jones spoke regarding the finances of a loan that is back on the agenda and stated it would be the first secured loan against Town assets. She explained an idea she had regarding cutting one-half million dollars out of the budget, over time. She stated the USDA loan does not expire and there may be time to explore the duckweed proposal.

Monica Timberlake, community member, thanked Council Member Warner, Council Member Kelley, many community members and businesses for sponsoring almost thirty kids to the Young Americans Program.

Pam Caskey asked the Mayor why some speakers from the public are kept to the three minute rule and some are not. She asked that everyone to be kept to the rule.

Shanana Rain BearCat spoke about the betterment of the community through public park areas, recreation facilities and recreation programs. She said she strongly supports reactivating the Park and Recreation Board and listed some ways in which this could help the community and possibly the general fund by way of fund-raisers and grants.

ANNOUNCEMENTS:

Starr BearCat announced to the community that the recall of Hal Davidson is in process and anyone can see her to sign the petition.

Council Member St. Germain announced that after lunch time on Wednesday, May 13, 2005, on I-10, there would be 400 - 500 motorcycles riding through. He said the run is the yearly "Run for the Wall".

Council Member Orgeron announced that the week was Law Enforcement Appreciation Week. He asked that everyone thank local law enforcement.

PROCLAMATIONS:

1. PROCLAMATION - Mental Health Month, May 2015.

The Mayor read the Mental Health Month Proclamation aloud for all.

2. PROCLAMATION - Older Americans Month, May 2015.

The Mayor read the Older Americans Month Proclamation aloud for all.

CONSENT AGENDA:

3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 38836-38872, totaling \$21,968.87.

Council Member Orgeron moved to approve the ledger of accounts paid, check series 38836-38872 and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

ADMINISTRATIVE ITEMS:

4. MINUTES – Consider approval of the minutes of the Work Session of April 21, 2015 and the Regular Meeting of April 28, 2015.

Council Member Orgeron moved to approve the minutes of the Work Session of April 21, 2015 and the Regular Meeting of April 28, 2015. Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

5. WASTEWATER TREATMENT PLANT – Presentation and discussion of Wastewater Treatment Plant Improvement project and financing needs.

This item was tabled at the request of Town Manager Miller. He stated that Mr. Reader was scheduled to speak regarding the financial picture but was unable to attend.

Council Member Orgeron moved to table Item #5 on the wastewater treatment plant and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

6. NEW IT SERVICES – Consider approval of the newly proposed IT services and discussion of implementation of services.

Town Manager Miller gave a brief overview of the proposed new IT services and asked that Council provide direction to begin the process to prepare any official action of Council for the next meeting.

Town Manager Miller reviewed current services and the proposed services. Internet service; phones; phone service; website provider; internet provider; information technology services; and an agenda and minutes program provider were discussed.

Town Manager Miller said in 2014, IT services cost the Town an average of \$4,600 every month. He stated the Town has stopped using them and has since been struggling with IT issues.

The Mayor directed the Town Manager to prepare an agreement for the proposed IT service provider, ExecuTech.

Town Manager Miller noted one of the deficiencies of the Town is its website.

The Mayor directed staff to research state law requirements for a municipality's website and to make sure the Town is in compliance. Attorney Goodwin stated she would audit the town's website.

Town Manager Miller stated he is proposing to add two new services, CivicPlus, the website vendor and Accela, the agenda and minutes vendor. He said even with those two additions, the IT proposal package cuts the IT expenses in half.

There was discussion of providing internet service to the Community Center, Police Department, Utilities and Public Works.

TM Miller said there would be several WIFI access points, both secure and public access points in the plan.

Mayor Foster asked Town Manager Miller if he had direction. Town Manager Miller and the Council discussed further what the Town Manager was to bring back for the Council's possible approval.

7. APPLICATION TO ARIZONA DEPARTMENT OF WATER RESOURCES FOR WATER DESIGNATION – Discussion and possible action to adopt resolution authorizing Town Designee to sign application for Modification/Expansion of Water Adequacy Designation and directing Town Manager to submit application and fees.

Town Manager Miller stated there was not a resolution ready for the Council's review and that the item would come back. He gave a short summary of the agenda item, saying that by Council action in 2013, there was a hydro-geologic report that was prepared for the Town. The Town is now requesting a modification and expansion of the Town's

designation of its water supply. He said the Town is advising ADWR of the Town's projected water needs for the next ten year period.

Town Manager Miller said having this municipal plan approved through ADWR is in the vein of promoting economic development in the future. He stated the Council has already authorized payment for the document and the creation of it. The application and review fee for the modification and expansion to the ADWR is \$2,000. A resolution is also required in order to apply.

There was discussion of current demand and allocation as well as projections through 2024.

Town Manager Miller said the resolution will be brought to Council at the next Council Meeting.

8. TOWN BOARDS, COMMITTEES, COMMISSION, AND CORPORATION – Discussion, review and possible appointment of volunteers to Town boards, committees, commission and corporation.

Town Manager Miller said that at the direction of Council, an advertising or promotion initiative was done advising the public of the Town's vacant positions and requesting applications. He directed Council to refer to the packet for the list of vacancies and the applicants for each board, committee, commission and corporation.

The Mayor said the Council would start with the Cemetery Board. He asked if Ginnie Duffin was in the audience.

Ginnie Duffin said she is a retired person and has some time to do some things. She spoke regarding her interest in the Cemetery and provided a glimpse of her work experience.

Council Member Orgeron moved to appoint Ginnie Duffin to the Hi Jolly Cemetery Board and to renew Arthur Larsen who expired in March 2015. **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor called Shanana Rain BearCat and Ginnie Duffin forward for the Health and Development Services Board for which there was only one vacancy.

Shanana Rain BearCat removed her name from the list of volunteers for the Health and Development Services Board.

Council Member Orgeron moved to appoint Ginnie Duffin to the Health and Development Services Board and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

The Library Board was next on the list and Therri Hearne was named as the member whose term had expired in April 2015.

Council Member Orgeron moved to appoint Ms. Ginnie Duffin to the Municipal Library Board and to renew Therri Hearne whose term expired April 2015. **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor asked whose term expired on the Municipal Utility Administrative Committee. Council Member Orgeron replied that would be Mr. Crooks.

Council Member Orgeron moved to extend or reappoint, renew, Mr. Darrell Crooks whose term expired January 2015 for the Municipal Utility Administrative Committee and **Mayor Foster seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor announced the Park and Recreation Committee had seven vacancies and two volunteers' names.

Council Member Orgeron moved to appoint Shanana Rain BearCat and Monica Timberlake to the Park and Rec. Committee and **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor said the Personnel Advisory Board had two volunteers and four vacancies and asked if there was a motion.

Council Member Orgeron moved to appoint Philip Cushman and Ginnie Duffin to the Personnel Advisory Board. **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor stated that the Planning & Zoning Commission had four candidates and one vacancy.

Steve Schue, owner of White Rock Realty, here in Quartzsite, gave a short history of his real estate work in Quartzsite and listed his primary qualifications.

Monica Timberlake, community member, said it sounded like Mr. Schue is very qualified. She said she would gladly let him do it and she would focus on Park and Rec.

Vice Mayor Simpson moved to appoint Steve Schue for the Planning and Zoning Commission and **Council Member Orgeron seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor said there was one vacancy on the Public Safety Retirement Board and two volunteers, Hank Ayers and Philip Cushman.

Hank Ayers said he has time and will do his best.

The Mayor asked Mr. Ayers if he would volunteer for Park and Rec. and Mr. Ayers said he would serve on both boards.

Council Member Orgeron moved to appoint Henry Ayers to the Park and Rec. Committee and to the Public Safety Retirement Board. **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

The Mayor stated there were no volunteers for the Vendor/Swap Meet/RV Parks Municipal Board. The Mayor directed staff to put some effort into getting more volunteers for the Parks and Recreation Committee and the Vendor/Swap Meet/RV Parks Municipal Board.

Pamela Caskey was acknowledged by the Mayor when she had given sign that she had something to say. She stated she had not filled out an application but would not mind volunteering for the Park and Recreation Committee.

Council Member Orgeron moved to appoint Pam Caskey to the Park and Rec. Committee and **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

Jennifer Jones said she was willing to volunteer for the Vendor Board as a vendor of fifteen years.

Mayor Foster suggested holding Jennifer Jones' name, rather than taking action on that board, he said some action to get more volunteers for that board may be in order.

9. PRELIMINARY BUDGETS – Presentation and initial review of preliminary budgets for the following departments:

- **Town Council**
- **Administrative Services**
- **Community Development Services**
- **Magistrate Court**
- **Library**
- **Recreation**
- **Economic/Community Outreach**

Town Manager Miller said this is the last of the departmental initial budget reviews and once he receives direction from Council tonight he hopes to have the Tentative Budget packets to Council by the end of the week. He said there could be a special meeting next week to review the Tentative Budget or the review can be held at the next regular meeting. Town staff will give presentations for their departments at the review of the Tentative Budget.

Town Manager Miller said budgets are more policy than actual dollars and cents. As a policy document it represents what Council wants to do in the community, what services it wants to provide and at what level.

Town Manger Miller explained that with the budgets to be presented tonight; personnel cost reductions out of the Water and Sewer Enterprise Funds; and the potential move

from 5310 to 5311 with the Transit Budget, the Town has a potential savings in the budget ceiling of expenditures of over \$300,000 in this budget compared to last year's budget. He said he was committed to trying to create a potential savings of \$250,000 to reverse the debt to HURF. He said what was presented tonight will be the final piece of over \$300,000 in savings.

Town Manager Miller reviewed the line items of the Town Council Account's past budgets and its proposed budget. Some of the items covered were personnel; Office Supplies; Other Supplies; Small Tools and Equipment; Travel and Lodging; and Dues and Memberships.

Town Manager Miller explained the Promotion of Town Expense included the pens and lapel pins that go to the League of Arizona Cities & Towns and that Capital Outlay would be a one-time expense. Town Manger Miller proposed to have the Council go paperless. He explained each Council Member would receive a mobile device with instant access to material such as agenda packets and Town associated email. He said this will save the Town money.

The Mayor said there would be savings due to fewer hours of staff time.

Town Manager Miller reviewed the Administrative Services budget. He said this department supports the public process and plays a bit of a catch all. There was a small increase in salaries because as part of the reorganization there were some adjustments in duties. Wages for seasonal staff had been included. He said Office Supplies are merging into Other Supplies.

Town Manager Miller reviewed Janitorial Supplies, Gas and Oil, Postage, Small Tools and Equipment, and Audit Services. He said the Town is actually paying for two types of audits, the State Audit by Colby and Powell, and audit preparation and financial assistance from Heinfeld and Meech.

Further review of the proposed budget for Administrative Services included Election Services; Drug and Alcohol Screening for new hires; Travel and Lodging; Repair & Maintenance; Leases and Rentals, for example, the copier; Other Services, for example, IT services, mat cleaning and bug spraying; and Capital.

Ginnie Duffin, audience member, approached the podium and said she was a trainer and asked where the training is listed in the budget that was just presented.

Town Manager Miller explained there is training and support with the IT services and he said he will help the Council with the tablets.

The Mayor declared the meeting recessed at 8:56 p.m.

The Mayor called the meeting back to order at 9:03 p.m.

Town Manager Miller reviewed the Library Services Budget. Personnel, Other Supplies, Office Supplies, Small Tools and Equipment, IT Services, Other Services and Capital Outlay for telephones, were all reviewed.

Town Manger Miller reviewed the Recreation/Community Center Services proposed budget. He said there was a small decrease in salaries and a small Uniform Expense for polo shirts with a logo. Other Supplies includes funds for programming. Snacks are for the Summer Recreation Program and the After School Program.

There was a discussion regarding the costs of the Summer Recreation Program and what goes on during it. Council Member Orgeron asked for a detailed explanation of what the Summer Recreation Program entails. Town Manager Miller said he will get that information to the Council.

There was a discussion of grants through partnerships with schools.

Council Member Orgeron asked Town Manager Miller to approach Ms. Burton and ask her to apply for some of the grants that may help with the Town's programs.

Town Manger Miller reviewed Travel and Lodging; Equipment Repair and Maintenance; Building Repair and Maintenance; and Other Services of the Recreation/Community Center Services proposed budget were reviewed.

Town Manager Miller reviewed the Community Development Services proposed budget. He said the Community Development Director position was defunded; Other Supplies were reduced; Gas and Oil went up; Postage was high; and Small Tools and Equipment was reduced.

Town Manager Miller next spoke of the Other Professional line item, which is outside service providers, explaining the Town does contract out for plan review for engineering review of appropriate plans. He said he is looking into a possible collaboration with La Paz County which will keep the Town's practices more in-line with the County.

Town Manager Miller noted there was just over \$21,000 in savings in the proposed Community Development Services budget compared to last year.

Town Manager Miller reviewed the Magistrate Services proposed budget. He discussed staffing; Office Supplies; professional costs including the Prosecutor and Public Defender line items; Equipment Repair and Maintenance; Leases and Rentals; and the fact there was no Capital expense budgeted.

Town Manager Miller reviewed the Economic/Community Outreach proposed budget. He said staff have not been dedicated for this account. The line item Salaries and Wages are costs associated with Administrative Services. He noted the Town has not been using the emergency services, so funding will not be provided there.

There was discussion of Promotion of Town, Community Outreach and Fireworks.

The Economic Development Corporation was discussed. The proposed budget listed \$7,500 as a membership fee to the Economic Development Corporation. Some Members of the Council were of the opinion that this was not advisable as the Town cannot expand without the sewer treatment plant repair and expansion.

Town Manager Miller said he will hold the item for a future discussion.

Legal Services were discussed. Town Manager Miller stated the Town's General and Special Counsel Services have been consistently going down. He said he was proposing a 20% reduction in that account.

Town Manager Miller stated, to date, the reduction in this proposed budget from last year's budget is \$264,982. He said if the Town chooses to go with the 5311 Transit Program that would be roughly an additional \$40,000 in savings.

10. BIDS FOR PROFESSIONAL SERVICES – Discussion and possible direction to staff to develop Requests for Qualifications (RFQs) for the positions of Town Engineer, Town Prosecutor and Public Defender.

Town Manager Miller said this has been an item that has been discussed numerous times and he asked for a consensus of Council in order to provide what the Council wishes.

Town Manager Miller stated the Town Prosecutor is paid at a fixed flat rate that does not change due to case flow. He stated it is a standardized rate based on other practices within the State.

Town Manager Miller said Kevin Murphy is the Town Engineer of the record. He said there are no new projects with Atkins.

The Mayor said an RFQ should be out for at least the Town Engineer position.

The Mayor directed staff to prepare three RFQs, Town Engineer, Town Prosecutor and Public Defender, for the Council's review.

11. INTERGOVERNMENTAL AGREEMENT WITH ARIZONA DEPARTMENT OF TRANSPORTATION – Review of IGA with ADOT for paving of Moon Mountain Ave W Main Street - W Quail Trail Street (IGA/JPA 15-0005166-I).

The Mayor said there was some concern from the Council regarding the Town's responsibility should there be an overage costs for the project. The Mayor said if the projected costs are exceeded, it will be paid with HURF money.

Town Manager Miller said yes it is.

Mayor Foster spoke of possible sewer problems on Moon Mountain that should be corrected. He asked if those repairs or corrections would be additional expenses.

Town Manager Miller said it depends on determination upon examination.

Mayor Foster moved to approve the Intergovernmental Agreement with the Arizona Department of Transportation and **Council Member Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

Town Manager Miller said the plan is online and the PDF version can be downloaded from the front page of the Town's website.

COMMUNICATIONS:

Reports from the MAYOR on current events.

Mayor Foster reported the State Senator is deciding whether or not to resign and run for the U.S. Senate, against Senator McCain. He explained that if she resigns, Legislative District 5 will have to go through a process of submitting names and voting to fill the vacant position.

Reports from the COUNCIL on current events.

None.

Reports from the TOWN MANAGER to the Council.

Town Manager Miller announced there is a community event planned in the park for Memorial Day. The event will be advertised soon.

It was announced that May 12, 2014 was the Town Manager's one year anniversary with the Town.

Council Member Orgeron moved to adjourn and Council Member Warner seconded the motion. The vote was unanimous. **Motion Passed.**

ADJOURNMENT:

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of May 12, 2015, of the Town Council of Quartzsite, Arizona, held on May 12, 2015.

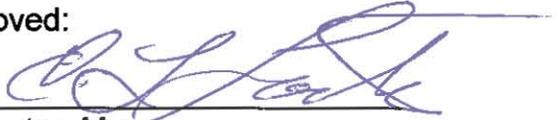
I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 26th day of May 2015

Tina M. Abriani
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:



Ed Foster, Mayor