

COUNCIL MEETING AGENDA

TUESDAY, JUNE 14, 2016

Members may attend in person or by telephone

Ed Foster, Mayor
Loretta Warner

Carol Kelley
Hal Davidson
Vacancy

Mark Orgeron
Gunny St. Germain

**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.

*Items may be discussed earlier or in a different sequence.
Headphones are available upon request for the hearing impaired.*

	AGENDA ITEM	COUNCIL ACTION
	CALL TO ORDER OF REGULAR MEETING	
	<p style="text-align: center;">INVOCATION AND PLEDGE OF ALLEGIANCE</p> <p style="text-align: center;"><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></p>	
	ROLL CALL	
	<p style="text-align: center;">CALL TO THE PUBLIC AND 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></p>	
	ANNOUNCEMENTS	

	<p align="center">CONSENT AGENDA</p> <p><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></p>	
1.	<p>A. LEDGER OF ACCOUNTS PAID – Consider approval of check series 40282 – 40325 and 40342 – 40350, totaling \$568,950.24.</p> <p>B. LIBRARY CLERK – Consider approval to hire two new Part-Time Library Clerks to fill the vacant budgeted positions.</p> <p>C. TRANSIT DRIVERS – Consider approval to hire two new Part-Time Transit Drivers to fill the vacant budgeted positions.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	<p align="center">ADMINISTRATIVE ITEMS</p> <p><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></p>	
2.	APPOINTMENT OF VICE MAYOR - Nominations and appointment of Vice Mayor from Members of Council.	Discussion; possible action by MOTION.
3.	APPOINTMENT OF COUNCIL MEMBER TO VACANT COUNCIL POSITION – Discussion to consider Council’s plan to recruit and appoint a new member to Council to fill vacant position.	Discussion; possible action by MOTION.
4.	APPOINTMENT OF TOWN REPRESENTATIVE TO LA PAZ ECONOMIC DEVELOPMENT CORPORATION.	Discussion; possible action by MOTION.
5.	APPOINTMENT OF COUNCIL REPRESENTATIVE TO WACOG EXECUTIVE COMMITTEE.	Discussion; possible action by MOTION.

6.	MINUTES – Consider approval of the minutes of the Regular Council Meeting of May 24, 2016.	Discussion; possible action by MOTION.
7.	TENTATIVE BUDGET WORK SESSION SCHEDULE - Discussion to set date for tentative budget work session.	Discussion; possible action by MOTION.
8.	POLICE CHIEF INTERVIEW SCHEDULE - Discussion to set date to interview Police Chief Candidate(s).	Discussion; possible action by MOTION.
9.	<p>EXECUTIVE SESSION</p> <ul style="list-style-type: none"> • An executive session pursuant to ARS Section 38-431.03(A)(1) for review of resumes and discussion of employment of a Town Manager and preparation of a final list for interviews. • An executive session pursuant to ARS Section 38-431.03(A)(4) for discussion with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with Interim Public Management for Interim Town Manager services. • An executive session pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the sale or lease of real property located at 560 Coyote Street, Quartzsite, AZ (APN 306-18-001A). 	
	RETURN TO OPEN SESSION	
10.	CONTRACT WITH INTERIM PUBLIC MANAGEMENT – Consider approval to contract with Interim Public Management to provide Interim Town Manager for the duration of the Town Manager recruitment process.	Discussion; possible action by MOTION.
	COMMUNICATIONS	
11.	Reports from the MAYOR on current events.	

12.	Reports from the COUNCIL on current events.	
13.	Reports from the TOWN MANAGER to the Council.	
	ADJOURN	MOTION to adjourn.

PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION BY CONTACTING THE TOWN CLERK'S OFFICE AT 928-927-4333. REQUESTS SHOULD BE MADE 24 HOURS IN ADVANCE PLEASE, OR AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE ACCOMMODATION.

COUNCIL MAY NOT ACT ON ITEMS NOT ON THE AGENDA

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 _____, 2016, 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

**TOWN OF QUARTZSITE
MONTHLY FEE BOOK TOTALS
MAGISTRATE COURT**

MONTH: MAY 2016

ACCOUNT#	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	\$3,075.00
01-2212	MAGISTRATE PAYABLE	\$3,565.55
01-4410	MUNICIPLE FINES REVENUE	\$3,156.42
21-4420	LOCAL JCEF REVENUE	\$77.18
42-4044	COURT ENHANCEMENT	\$177.24
39-4027	LAW ENFORCEMENT REVENUE	\$31.23
01-4105	PUBLIC SAFETY RECOVERY FUND	\$77.80
TOTAL		\$10,160.42

Magistrate: 
Preparer: LORI BRINKERHOFF

MAGISTRATE ACTIVITY REPORT

MONTH OF MAY 2016

	Prior Month	Current Month
Civil Traffic Action Filed	18	6
Criminal Traffic Action Filed	2	6
Misdemeanor Cases Filed	15	30
Initial Appearances Handled	18	22
Trials and Pre-Trials Held	23	25
Civil Traffic Closings	35	13
Criminal Traffic Closings	2	8
Misdemeanor Cases Closed	12	19
Warrants Issued	29	13
Warrants Closed	7	9
Harassment or Orders of Protection	2	2
Search Warrants	0	0
Revenue generated by Court	\$4,365.68	\$3,565.55
Total Collected	\$8,580.74	\$7,085.42

Pamela Shirley, Magistrate
 Signature: 
 Preparer: 



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, June 14, 2016

Agenda Item: **LEDGER OF ACCOUNTS PAID** – Consider approval of check series 40282-40325 and 40342-40350 totaling \$568,950.24.

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 40282-40325 and 40342-40350.

Action Requested: **Motion to approve the Ledger of Accounts Paid; check series 40282-40325 and 40342-40350.**

**Quartzsite Town Council Meeting of
JUNE 14, 2016
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank - Begin Check #40282-40325 and 40342-40350.

Balances on all cash accounts as of June 13, 2016

Checking Account	\$	4,186,640.81
LGIP Account	\$	700,526.13
WIFA Debt Reserve Account	\$	218,270.33

Total Expensed Dollar Amount for Consent Agenda	\$	633,905.47
Total Payroll for Pay Period Ending 6/4/16	\$	64,955.23
YTD Total Revenue Dollar Amount for Consent Agenda	\$	2,091,208.58
YTD Total Sewer Cap Revenue as of 6/13/16	\$	0
YTD Total Sewer Sales Revenue as of 6/13/16	\$	1,030,519.75
YTD Total Water Cap Revenue as of 6/13/16	\$	2,700.00
YTD Total Water Sales Revenue as of 6/13/16	\$	1,057,988.83

Employee Earnings \$ 64,955.23

Employee Deduction

Soc Security	\$	2,650.63
Medicare	\$	915.22
Federal WH	\$	4,742.31
State WH	\$	1,535.75
Retirement	\$	1,186.71
Retirement Loan	\$	866.91
Police Retirement	\$	2,247.64
Medical	\$	1,690.03
Dental	\$	292.29
Life/VOL Ins	\$	137.00
Vision	\$	198.24
AFLAC	\$	1,150.43
Misc Deductions	\$	881.34
Total:	\$	18,494.50

Payroll Related Checks Series:

- 40331 - 40333**
- 40334 - Voided**
- 40336 - Voided**
- 40335 - 40341**

Non-Direct Deposit Employees: 3

Payees Description:

- Police Retirement
- 457 Plan
- Profit Sharing Plan
- Employee Deduction
- Employee Deduction
- Employee Deduction

Employee Net Pay \$ 46,460.73

Employee Count: 51

Regular Hours:	2419.75
Overtime Hours:	94.50
GOHS Grant OT:	2.00
Total Number of Hours:	<u><u>2516.25</u></u>

Payroll Register Detail & Benefits Register Detail on file in Payroll Folder

Report Criteria:

Report type: GL detail
Check.Check Number = 40272-40350

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40282						
05/26/16	40282	Aetna Life Insurance Comp	3,220.72	Employee Payroll Deduction	01-000-2208	3,220.72
05/26/16	40282	Aetna Life Insurance Comp	265.94	Employee Medical - M&C	01-110-5016	265.94
05/26/16	40282	Aetna Life Insurance Comp	1,090.63	Employee Medical - Admin	01-130-5016	1,090.63
05/26/16	40282	Aetna Life Insurance Comp	5,296.89	Employee Medical - Police	01-140-5016	5,296.89
05/26/16	40282	Aetna Life Insurance Comp	1,373.69	Employee Medical - Magistrate	01-150-5016	1,373.69
05/26/16	40282	Aetna Life Insurance Comp	443.21	Employee Medical - Community Development	01-160-5016	443.21
05/26/16	40282	Aetna Life Insurance Comp	208.08	Employee Medical - Library	01-170-5016	208.08
05/26/16	40282	Aetna Life Insurance Comp	283.66	Employee Medical - Parks	01-180-5016	283.66
05/26/16	40282	Aetna Life Insurance Comp	665.86	Employee Medical - Rec	01-185-5016	665.86
05/26/16	40282	Aetna Life Insurance Comp	3,816.26	Employee Medical - PW	03-220-5016	3,816.26
05/26/16	40282	Aetna Life Insurance Comp	265.93	Employee Medical - Transit	01-230-5016	265.93
05/26/16	40282	Aetna Life Insurance Comp	141.83	Employee Medical - Cemetery	01-181-5016	141.83
05/26/16	40282	Aetna Life Insurance Comp	821.20	Employee Medical - WWTP	15-500-5016	821.20
05/26/16	40282	Aetna Life Insurance Comp	1,412.26	Employee Medical - Water	16-550-5016	1,412.26
Total 40282:			19,306.16			
40283						
05/26/16	40283	Arizona State Treasurer	4,353.43	Fees Collected: April 2016	01-000-2212	4,353.43
Total 40283:			4,353.43			
40284						
05/26/16	40284	Bradley Chevrolet	119.95	4 Wheel Alignment - Police Vehicle	01-140-5025	119.95
Total 40284:			119.95			
40285						
05/26/16	40285	Centerline Supply West	373.83	11 Custom Street Signs	15-500-5030	373.83
Total 40285:			373.83			
40286						
05/26/16	40286	Crexendo, Inc.	16.46	Phone Services - Transit	01-110-5041	16.46
05/26/16	40286	Crexendo, Inc.	164.62	Phone Services - Admin	01-130-5048	164.62
05/26/16	40286	Crexendo, Inc.	181.08	Phone Services - Police	01-140-5048	181.08
05/26/16	40286	Crexendo, Inc.	65.85	Phone Services - Magistrate	01-150-5048	65.85
05/26/16	40286	Crexendo, Inc.	49.39	Phone Services - P&Z	01-160-5048	49.39
05/26/16	40286	Crexendo, Inc.	49.39	Phone Services - Library	01-170-5048	49.39
05/26/16	40286	Crexendo, Inc.	32.92	Phone Services - Rec	01-185-5048	32.92
05/26/16	40286	Crexendo, Inc.	49.39	Phone Services - HURF	03-220-5048	49.39
05/26/16	40286	Crexendo, Inc.	16.45	Phone Services - WWTP	15-500-5048	16.45
05/26/16	40286	Crexendo, Inc.	49.39	Phone Services - Water	16-550-5048	49.39
Total 40286:			674.94			
40287						
05/26/16	40287	Education Consortium Tec	2,221.79	Town portion of E-rate Project	10-102-5061	2,221.79
Total 40287:			2,221.79			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40288						
05/26/16	40288	Galls, An Aramark Compan	38.46	Flat Badge - C. Finch	01-140-5019	38.46
Total 40288:			<u>38.46</u>			
40289						
05/26/16	40289	GovNet, Inc.	1,800.00	Internet Services - Library	01-170-5048	1,800.00
05/26/16	40289	GovNet, Inc.	300.00	Internet Services - Admin	01-130-5048	300.00
05/26/16	40289	GovNet, Inc.	300.00	Internet Services - Police	01-140-5048	300.00
05/26/16	40289	GovNet, Inc.	300.00	Internet Services - HURF	03-220-5048	300.00
05/26/16	40289	GovNet, Inc.	150.00	Internet Services - WWTP	15-500-5048	150.00
05/26/16	40289	GovNet, Inc.	150.00	Internet Services - Water	16-550-5048	150.00
Total 40289:			<u>3,000.00</u>			
40290						
05/26/16	40290	Hill Brothers Chemical Co.	815.00	Sulfur Dioxide - Wastewater	15-500-5050	815.00
05/26/16	40290	Hill Brothers Chemical Co.	591.00	2 Chlorine Gas - WWTP	15-500-5050	591.00
05/26/16	40290	Hill Brothers Chemical Co.	369.74	2 Chlorine Gas - Water	16-550-5050	369.74
05/26/16	40290	Hill Brothers Chemical Co.	546.90	Sulfur Dioxide - WWTP	15-500-5050	546.90
05/26/16	40290	Hill Brothers Chemical Co.	291.00	2 Chlorine Gas - WWTP	15-500-5050	291.00
05/26/16	40290	Hill Brothers Chemical Co.	291.00	2 Chlorine Gas - Water	16-550-5050	291.00
Total 40290:			<u>2,904.64</u>			
40291						
05/26/16	40291	La Paz County Sheriff's De	1.53	Fees Collected - April 2016	01-000-2212	1.53
Total 40291:			<u>1.53</u>			
40292						
05/26/16	40292	Legend Technical Services	209.70	Laboratory Services - WWTP	15-500-5039	209.70
Total 40292:			<u>209.70</u>			
40293						
05/26/16	40293	Metlife	2,282.95	Payroll Payables	01-000-2209	2,282.95
Total 40293:			<u>2,282.95</u>			
40294						
05/26/16	40294	Parker Lock & Safe	125.00	Rekeying 3 Office Doors - Police Dept	01-140-5035	125.00
Total 40294:			<u>125.00</u>			
40295						
05/26/16	40295	Principal Financial Group	759.91	Payroll Payables	01-000-2209	759.91
Total 40295:			<u>759.91</u>			
40296						
05/26/16	40296	SimplexGrinnell	1,054.59	Fire Alarm Svc Call 3/21/16 - Police	01-140-5035	1,054.59
05/26/16	40296	SimplexGrinnell	1,155.09	Fire Alarm Service Call 03/22/16 - Police	01-140-5035	1,155.09
Total 40296:			<u>2,209.68</u>			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40297						
05/26/16	40297	US Bank	179,110.93	GADA 2006B Rev Bond	15-500-5063	179,110.93
05/26/16	40297	US Bank	129,701.03	GADA 2006B Rev Bond	16-550-5063	129,701.03
Total 40297:			<u>308,811.96</u>			
40298						
05/26/16	40298	Vision Service Plan	396.03	Employee Payroll Deduction	01-000-2209	396.03
Total 40298:			<u>396.03</u>			
40299						
05/26/16	40299	West Payment Center	213.40	West Law Info Charges	01-150-5051	213.40
05/26/16	40299	West Payment Center	203.40	West Law Information Changes	01-150-5051	203.40
Total 40299:			<u>416.80</u>			
40300						
05/26/16	40300	Yuma Winnelson Co.	347.37	Weld Flange for Booster Charge Assembly	16-550-5091	347.37
05/26/16	40300	Yuma Winnelson Co.	395.70	System Maintenance (Meter Install)	16-550-5050	395.70
05/26/16	40300	Yuma Winnelson Co.	256.98	System Maintenance (Booster Discharge Assembly)	16-550-5050	256.98
Total 40300:			<u>1,000.05</u>			
40301						
05/26/16	40301	Bush's Backflow Testing &	760.00	12 Backflow Tests & 3 Device Rebuilds	16-550-5035	760.00
Total 40301:			<u>760.00</u>			
40302						
05/26/16	40302	La Paz County Treasurer	10.72	Fees Collected: March 2016	01-000-2212	10.72
Total 40302:			<u>10.72</u>			
40303						
05/26/16	40303	Lantis Fireworks & Lasers	5,000.00	Fireworks Show 07/04/16	01-145-5044	5,000.00
Total 40303:			<u>5,000.00</u>			
40304						
05/26/16	40304	Paccar Financial Corp	16,337.22	Down Payment - HURF Dump Truck	03-220-5057	16,337.22
Total 40304:			<u>16,337.22</u>			
40305						
06/02/16	40305	Amazon	60.99	File Cabinet - Admin	01-130-5022	60.99
06/02/16	40305	Amazon	33.25	Shipping Supplies	01-130-5022	33.25
06/02/16	40305	Amazon	34.56	(3) 4-in-1 Card Readers - Police	01-140-5022	34.56
06/02/16	40305	Amazon	11.52	(1) 4-in-1 Card Reader - Admin	01-130-5022	11.52
06/02/16	40305	Amazon	24.21	Mailing Labels - Court	01-150-5022	24.21
06/02/16	40305	Amazon	352.72	Table for Conference Room - Court	01-150-5022	352.72
06/02/16	40305	Amazon	129.99	Wall Hanging - Court	01-150-5022	129.99
06/02/16	40305	Amazon	25.98	Wall Clock - Court	01-150-5022	25.98
06/02/16	40305	Amazon	11.95	Bubble wrap for shipping - Admin	01-130-5022	11.95
06/02/16	40305	Amazon	173.90	Meeting Room Office Chairs - Court	01-150-5022	173.90
06/02/16	40305	Amazon	19.53	Outlet & Toggle Switch Plate Covers - Court	01-150-5030	19.53

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
06/02/16	40305	Amazon	10.16	Tablet Case & Screen Protector - PW	03-220-5022	10.16
06/02/16	40305	Amazon	10.16	Tablet Case & Screen Protector - WW	15-500-5022	10.16
06/02/16	40305	Amazon	10.15	Tablet Case & Screen Protector - Water	16-550-5022	10.15
06/02/16	40305	Amazon	14.02	CREDIT - PW	03-220-5022	14.02
06/02/16	40305	Amazon	40.92	US Flag & Wall Mount - Community Ctr	01-185-5022	40.92
06/02/16	40305	Amazon	8.99	Computer Stand - Admin	01-130-5022	8.99
06/02/16	40305	Amazon	27.81	Office Supplies - PW	03-220-5022	27.81
06/02/16	40305	Amazon	79.80	Toner Cartridges - Admin	01-130-5022	79.80
Total 40305:			1,052.57			
40306						
06/02/16	40306	American Custom Tire, Inc	50.04	Tire for Janitor Truck - PD	01-140-5025	50.04
06/02/16	40306	American Custom Tire, Inc	50.05	Tire for Janitor Truck - PW	03-220-5025	50.05
06/02/16	40306	American Custom Tire, Inc	50.05	Tire for Janitor Truck - WWTP	15-500-5025	50.05
06/02/16	40306	American Custom Tire, Inc	12.51	Tire for Janitor Truck - Admin	01-130-5025	12.51
06/02/16	40306	American Custom Tire, Inc	12.51	Tire for Janitor Vehicle - Library	01-170-5025	12.51
06/02/16	40306	American Custom Tire, Inc	12.51	Tire for Janitor Vehicle - Court	01-150-5025	12.51
06/02/16	40306	American Custom Tire, Inc	12.51	Tire for Janitor Vehicle - Water	16-550-5025	12.51
Total 40306:			200.18			
40307						
06/02/16	40307	APS	166.87	Street Light-Sunrise & Kuehn	03-220-5049	166.87
06/02/16	40307	APS	991.58	Electric Service	01-185-5048	991.58
06/02/16	40307	APS	315.51	Electric Service	01-130-5048	315.51
06/02/16	40307	APS	114.74	Electric Service	01-170-5048	114.74
06/02/16	40307	APS	57.37	Electric Service	01-170-5048	57.37
06/02/16	40307	APS	122.48	Electric Service	01-180-5048	122.48
06/02/16	40307	APS	1,094.29	Electric Service	03-220-5048	1,094.29
06/02/16	40307	APS	3,755.04	Electric Service	03-220-5049	3,755.04
06/02/16	40307	APS	2,657.89	Electric Service	15-500-5048	2,657.89
06/02/16	40307	APS	7,100.48	Electric Service	16-550-5048	7,100.48
Total 40307:			16,376.25			
40308						
06/02/16	40308	Big Market	8.80	2" Elbow M x F	16-550-5050	8.80
Total 40308:			8.80			
40309						
06/02/16	40309	Eliminator Pest Control, Inc	40.00	Bee Removal at Town Hall	01-130-5035	40.00
06/02/16	40309	Eliminator Pest Control, Inc	40.00	Bee Removal at Town Hall	01-150-5035	40.00
06/02/16	40309	Eliminator Pest Control, Inc	40.00	Bee Removal at Town Hall	01-170-5035	40.00
06/02/16	40309	Eliminator Pest Control, Inc	40.00	Bee Removal at Town Hall	15-500-5035	40.00
06/02/16	40309	Eliminator Pest Control, Inc	40.00	Bee Removal at Town Hall	16-550-5035	40.00
Total 40309:			200.00			
40310						
06/02/16	40310	Harold Wayne Rhodes II	399.60	Design for Bus Graphics	01-230-5035	399.60
Total 40310:			399.60			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40311						
06/02/16	40311	Herbs Hardware, Inc.	15.47	Building Maintenance - Admin	01-130-5030	15.47
06/02/16	40311	Herbs Hardware, Inc.	205.68	Building Maintenance - PW	03-220-5022	205.68
06/02/16	40311	Herbs Hardware, Inc.	23.94	Building Maintenance - Cemetery	01-181-5060	23.94
06/02/16	40311	Herbs Hardware, Inc.	37.68	Small Tools - Police	01-140-5060	37.68
06/02/16	40311	Herbs Hardware, Inc.	83.93	Other Supplies - Water	16-550-5022	83.93
06/02/16	40311	Herbs Hardware, Inc.	90.82	Small Tools - WWTP	15-500-5060	90.82
06/02/16	40311	Herbs Hardware, Inc.	1.24	Other Supplies- Parks	01-180-5022	1.24
Total 40311:			<u>458.76</u>			
40312						
06/02/16	40312	Hill Brothers Chemical Co.	631.00	2 Chlorine Gas - WWTP	15-500-5050	631.00
06/02/16	40312	Hill Brothers Chemical Co.	631.00	2 Chlorine Gas - Water	16-550-5050	631.00
06/02/16	40312	Hill Brothers Chemical Co.	489.95	CREDIT - Water	16-550-5050	489.95
06/02/16	40312	Hill Brothers Chemical Co.	490.00	CREDIT - WWTP	15-500-5050	490.00
06/02/16	40312	Hill Brothers Chemical Co.	607.50	Sulfur Dioxide - Wastewater	15-500-5050	607.50
06/02/16	40312	Hill Brothers Chemical Co.	591.00	2 Chlorine Gas - WWTP	15-500-5050	591.00
06/02/16	40312	Hill Brothers Chemical Co.	372.38	1 Chlorine Gas - Water	16-550-5050	372.38
06/02/16	40312	Hill Brothers Chemical Co.	700.00	CREDIT - WWTP	15-500-5050	700.00
06/02/16	40312	Hill Brothers Chemical Co.	200.00	CREDIT - Water	16-550-5050	200.00
Total 40312:			<u>952.93</u>			
40313						
06/02/16	40313	La Paz County Landfill	603.25	SW-Sludge-WWTP-Municipal	15-500-5050	603.25
Total 40313:			<u>603.25</u>			
40314						
06/02/16	40314	Painter's Warehouse	93.35	Paint & Supplies for Cremation Wall	01-181-5061	93.35
Total 40314:			<u>93.35</u>			
40315						
06/02/16	40315	Parker Oil Products	65.63	Unleaded Gasoline - Admin	01-130-5024	65.63
06/02/16	40315	Parker Oil Products	2,130.64	Unleaded Gasoline - Police	01-140-5024	2,130.64
06/02/16	40315	Parker Oil Products	57.11	Unleaded Gasoline - P&Z	01-160-5024	57.11
06/02/16	40315	Parker Oil Products	354.65	Unleaded Gasoline - Parks	01-180-5024	354.65
06/02/16	40315	Parker Oil Products	578.72	Unleaded Gasoline - PW	03-220-5024	578.72
06/02/16	40315	Parker Oil Products	610.04	Unleaded Gasoline - Transit	01-230-5024	610.04
06/02/16	40315	Parker Oil Products	448.60	Unleaded Gasoline - WWTP	15-500-5024	448.60
06/02/16	40315	Parker Oil Products	63.56	Unleaded Gasoline & Diesel - Water	16-550-5024	63.56
Total 40315:			<u>4,308.95</u>			
40316						
06/02/16	40316	Purchase Power	52.67	Postage Refill - Admin	01-130-5042	52.67
06/02/16	40316	Purchase Power	27.10	Postage Refill - P&Z	01-160-5042	27.10
06/02/16	40316	Purchase Power	10.69	Postage Refill - Police	01-140-5042	10.69
06/02/16	40316	Purchase Power	3.44	Postage Refill - Library	01-170-5042	3.44
06/02/16	40316	Purchase Power	25.95	Postage Refill - Court	01-150-5042	25.95
06/02/16	40316	Purchase Power	190.07	Postage Refill - WW	15-500-5042	190.07
06/02/16	40316	Purchase Power	190.08	Postage Refill - Water	16-550-5042	190.08

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40316:			500.00			
40317						
06/02/16	40317	Quill Corporation	304.62	Printer and Keyboard - WWTP	15-500-5022	304.62
06/02/16	40317	Quill Corporation	304.63	Printer and Keyboard - Water	16-550-5022	304.63
06/02/16	40317	Quill Corporation	95.02	Printer Ink Cartridges - Admin	01-130-5022	95.02
06/02/16	40317	Quill Corporation	119.50	Mesh Office Chair - P&Z	01-160-5070	119.50
06/02/16	40317	Quill Corporation	119.50	Mesh Office Chair - Transit	01-230-5022	119.50
06/02/16	40317	Quill Corporation	57.35	Laser Toner - WW	15-500-5022	57.35
06/02/16	40317	Quill Corporation	57.36	Laser Toner - Water	16-550-5022	57.36
06/02/16	40317	Quill Corporation	27.19	Laser Pointer - PW	03-220-5022	27.19
06/02/16	40317	Quill Corporation	13.60	Laser Pointer - WW	15-500-5022	13.60
06/02/16	40317	Quill Corporation	13.59	Laser Pointer - Water	16-550-5022	13.59
06/02/16	40317	Quill Corporation	40.44	Office Supplies - Admin	01-130-5022	40.44
06/02/16	40317	Quill Corporation	59.34	Office Supplies - Court	01-150-5022	59.34
06/02/16	40317	Quill Corporation	17.08	Office Supplies - P&Z	01-160-5022	17.08
06/02/16	40317	Quill Corporation	117.93	Office Supplies - Admin	01-130-5022	117.93
06/02/16	40317	Quill Corporation	23.73	Office Supplies - Court	01-150-5022	23.73
06/02/16	40317	Quill Corporation	270.23	HP Laserjet Pro Printer - WW	15-500-5060	270.23
06/02/16	40317	Quill Corporation	270.24	HP Laserjet Pro Printer - Water	16-550-5060	270.24
06/02/16	40317	Quill Corporation	34.39	Keyboard & Mouse - WW	15-500-5060	34.39
06/02/16	40317	Quill Corporation	34.39	Keyboard & Mouse - Water	16-550-5060	34.39
06/02/16	40317	Quill Corporation	43.46	Office Supplies - Admin	01-130-5022	43.46
06/02/16	40317	Quill Corporation	92.53	Office Supplies - Water	16-550-5022	92.53
06/02/16	40317	Quill Corporation	12.47	Office Supplies - WWTP	15-500-5022	12.47
06/02/16	40317	Quill Corporation	5.00	Office Supplies - P&Z	01-160-5022	5.00
06/02/16	40317	Quill Corporation	38.61	Office Supplies - Cemetery	01-181-5022	38.61
06/02/16	40317	Quill Corporation	71.36	Office Supplies - Court	01-150-5022	71.36
06/02/16	40317	Quill Corporation	80.46	Office Supplies - Library	01-170-5022	80.46
06/02/16	40317	Quill Corporation	88.89	Office Supplies - PW	03-220-5022	88.89
06/02/16	40317	Quill Corporation	257.33	Office Supplies - Police	01-140-5022	257.33
06/02/16	40317	Quill Corporation	86.77	Office Supplies - Admin	01-130-5022	86.77
06/02/16	40317	Quill Corporation	13.37	Office Supplies - Water	16-550-5022	13.37
06/02/16	40317	Quill Corporation	13.37	Office Supplies - WW	15-500-5022	13.37
06/02/16	40317	Quill Corporation	247.18	Office Supplies - Court	01-150-5022	247.18
06/02/16	40317	Quill Corporation	49.69	Office Supplies - Police	01-140-5022	49.69
Total 40317:			3,080.62			
40318						
06/02/16	40318	Verizon Wireless	61.34	Cell Phone Services - Transit	01-230-5048	61.34
06/02/16	40318	Verizon Wireless	99.60	Cell Phone Services - Admin	01-130-5048	99.60
06/02/16	40318	Verizon Wireless	92.01	Cell Phone Services - Park	01-180-5048	92.01
06/02/16	40318	Verizon Wireless	36.06	Cell Phone Services - Police	01-140-5048	36.06
06/02/16	40318	Verizon Wireless	141.60	Cell Phone Services - PW	03-220-5048	141.60
06/02/16	40318	Verizon Wireless	138.57	Cell Phone Services - WWTP	15-500-5048	138.57
06/02/16	40318	Verizon Wireless	293.42	Cell Phone Services - Water	16-550-5048	293.42
Total 40318:			862.60			
40319						
06/02/16	40319	Visa	56.92	Healthy Snacks/Water for Health Expo	01-110-5044	56.92
06/02/16	40319	Visa	21.06	Business Cards - Court	01-150-5022	21.06
06/02/16	40319	Visa	10.52	Business Cards - Rec	01-185-5022	10.52
06/02/16	40319	Visa	10.53	Business Cards - Transit	01-230-5022	10.53

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
06/02/16	40319	Visa	10.53	Business Cards - P&Z	01-160-5022	10.53
06/02/16	40319	Visa	10.53	Business Cards - Library	01-170-5022	10.53
06/02/16	40319	Visa	21.06	Business Cards - Admin	01-130-5022	21.06
06/02/16	40319	Visa	10.53	Business Cards - PW	03-220-5022	10.53
06/02/16	40319	Visa	5.27	Business Cards - WWTP	15-500-5022	5.27
06/02/16	40319	Visa	5.26	Business Cards - Water	16-550-5022	5.26
06/02/16	40319	Visa	237.77	4 bags dog food - K9 Unit	01-140-5080	237.77
06/02/16	40319	Visa	211.25	Multi Meter - PW	03-220-5060	211.25
06/02/16	40319	Visa	17.50	Pocket File folders - WW	15-500-5022	17.50
06/02/16	40319	Visa	17.49	Pocket File folders - Water	16-550-5022	17.49
06/02/16	40319	Visa	349.95	Alcomate Breathalyzer	01-230-5060	349.95
06/02/16	40319	Visa	307.96-	Refund	01-230-5060	307.96-
06/02/16	40319	Visa	350.00	AACOP Membership - E. Renfro	01-140-5051	350.00
Total 40319:			1,038.21			
40320						
06/02/16	40320	Yuma Winnelson Co.	271.29	New Backflow for Police Dept	01-140-5030	271.29
Total 40320:			271.29			
40321						
06/02/16	40321	Zions Bank	4,295.63	Excise Tax Bond - Interest	01-100-5007	4,295.63
06/02/16	40321	Zions Bank	139,000.00	Excise Tax Bond - Principal	01-100-5007	139,000.00
Total 40321:			143,295.63			
40322						
06/02/16	40322	Pioneer Landscaping Mate	1,043.75	Arizona Sunrise 1/4" Minus - Cemetery	01-181-5061	1,043.75
Total 40322:			1,043.75			
40323						
06/02/16	40323	Miguel Castellanos	140.00	Per Diem: AMCI Institute-Scottsdale AZ	01-130-5043	140.00
Total 40323:			140.00			
40324						
06/02/16	40324	Tina Abriani	140.00	Per Diem: AMCI Institute-Scottsdale AZ	01-130-5043	140.00
Total 40324:			140.00			
40325						
06/02/16	40325	Visa	621.28	Lodging: ADOT Transit Conf - J. Collier	01-230-5043	621.28
06/02/16	40325	Visa	155.32	Lodging: ADOT Compliance Trng - Ch Conley	01-230-5043	155.32
06/02/16	40325	Visa	50.00	Officer Leadership Training - M. Ewald	01-140-5043	50.00
06/02/16	40325	Visa	50.00	Officer Leadership Training - C. Conley	01-140-5043	50.00
06/02/16	40325	Visa	400.00	Registration: AZ Water Conf. - O. Cruz	16-550-5043	400.00
06/02/16	40325	Visa	66.03	Otterbox Cover for Ellipsis Tablet - PW	03-220-5022	66.03
06/02/16	40325	Visa	66.02	Otterbox Cover for Ellipsis Tablet - WW	15-500-5022	66.02
06/02/16	40325	Visa	66.02	Otterbox Cover for Ellipsis Tablet - Water	16-550-5022	66.02
06/02/16	40325	Visa	1,637.00	CDBG Display Ad Per Grant	01-130-5033	1,637.00
Total 40325:			3,111.67			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40342						
06/09/16	40342	Arizona State Treasurer	3,430.78	Fees Collected - May 2016	01-000-2212	3,430.78
Total 40342:			<u>3,430.78</u>			
40343						
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-130-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-140-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-150-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-160-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-180-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-230-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	03-220-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	15-500-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	16-550-5043	92.00
06/09/16	40343	HDS Safety & Compliance	92.00	Drug/Alcohol Screening - 2 employees	01-185-5043	92.00
Total 40343:			<u>920.00</u>			
40344						
06/09/16	40344	International League of Citi	750.00	Annual Membership 2016	01-130-5051	750.00
Total 40344:			<u>750.00</u>			
40345						
06/09/16	40345	Jack Pots Portables, Inc.	190.53	Porta Potties for Parks Dept	01-180-5035	190.53
Total 40345:			<u>190.53</u>			
40346						
06/09/16	40346	La Paz County Sheriff's De	126.93	Fees Collected - May 2016	01-000-2212	126.93
Total 40346:			<u>126.93</u>			
40347						
06/09/16	40347	La Paz County Treasurer	7.84	Fees Collected - May 2016	01-000-2212	7.84
Total 40347:			<u>7.84</u>			
40348						
06/09/16	40348	League of Az Cities & Tow	5,771.00	Annual Dues for FY 2016-17	01-110-5051	5,771.00
Total 40348:			<u>5,771.00</u>			
40349						
06/09/16	40349	Precision Striping Inc.	6,700.00	Road Striping 70,000 ft @ .09	03-220-5029	6,700.00
Total 40349:			<u>6,700.00</u>			
40350						
06/09/16	40350	River Septic LLC	1,600.00	Consulting Fee for WWTP Report	15-500-5035	1,600.00
Total 40350:			<u>1,600.00</u>			
Grand Totals:			<u><u>568,950.24</u></u>			



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, June 14, 2016

- Agenda Item** **APPOINTMENT OF COUNCIL MEMBER TO VACANT COUNCIL POSITION -**
Discussion to advertise for and to accept applications from interested parties to fill a vacancy on the Town Council created by the resignation of Vice Mayor Simpson.
- Summary:** Vice Mayor Norm Simpson has submitted a resignation letter, effective June 1, 2016 leaving a vacancy on the Town Council. Arizona Revised Statutes Section A.R.S. Section 9-235, states the Council shall fill the vacancy by appointment.
- [A.R.S. § 9-235. Vacancies in council](#)
- A. The council shall fill a vacancy that may occur by appointment until the next regularly scheduled council election if the vacancy occurs more than thirty days before the nomination petition deadline, otherwise the appointment is for the unexpired term. This subsection does not apply to a charter city.
- Responsible Person:** Skylor Miller, Town Manager
- Attachment:** Copy of Norm Simpson’s resignation letter dated June 1, 2016.
Notice of Vacancy – Town of Quartzsite Council Position
Notice of Vacancy ad for newspapers and Town website
Application Form for Town Council Position
- Action Requested:** **Motion to advertise for and to accept applications from interested parties to fill a vacancy on the Town Council created by the resignation of Vice Mayor Simpson.**

Norman K. Simpson
490 No. Moon Mountain Avenue #28, P.O. Box 710
Quartzsite, Arizona 85346

RECEIVED
Town of Quartzsite
JUN -1 2016
TOWN CLERK
OFFICE

June 1, 2016

Skylor Miller, Town Manager
Town of Quartzsite
465 No. Plymouth Avenue, P.O. Box 2812
Quartzsite, Arizona 85346

Mr. Miller,

Pursuant to the Municipal Election Manual, Chapter 2 Mayor & Council, Article 2-2, section 2-2-1, E
I hereby resign my elected seat on the Quartzsite Town Council contingent on my submission and
qualifying acceptance of my nomination papers for the office of Quartzsite Town Mayor.

Further, I resign my designation as Town of Quartzsite Vice Mayor and my designation as Council
Representative on the La Paz Economic Development Corporation Governing Board under the same
contingency.

It is with regret that I resign an elected position and with hope of my continuing community service
as the newly elected Mayor of the Town of Quartzsite, Arizona.

Best wishes in your relocation to a cooler climate.

Norman K. Simpson

Norman K. Simpson



TOWN OF QUARTZSITE

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

Phone (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

NOTICE OF VACANCY - TOWN OF QUARTZSITE COUNCIL POSITION

The Town Council of Quartzsite is soliciting applications with attached resumes and cover letters from the public for consideration for appointment to a vacant Town Council position.

A vacancy for a Town Council position has occurred. The Council approved the acceptance of applications of potential candidates and may conduct interviews of eligible applicants for appointment to said vacant Council position.

Pursuant to Arizona Revised Statutes § 9-235, *the Council shall fill a vacancy until the next regularly scheduled Council election as the vacancy occurs more than thirty days before the nomination petition deadline.*

Qualifications for Council appointment are found in Arizona Revised Statutes, A.R.S. §9-232(A), which states in pertinent part the following:

“A. A person shall not be a member of a city or town council unless, at the time of the election [*appointment*], the person is eighteen years old, is a qualified elector residing within the city or town at the time of the election [*appointment*], and has resided in the city or town for one year next preceding the election [*appointment*], . . .”

All applications with attached resumes and cover letters shall be submitted to the Quartzsite Town Clerk, Tina Abriani, for consideration by the Town Council. Acceptance of applications by the Town Clerk shall be discontinued as of 5:00 p.m. July 20, 2016.

The Quartzsite Town Council will be provided with all qualified applications submitted for review and may determine whom they wish to interview for the Council appointment. The interview process would be conducted in an open meeting.

**NOTICE OF VACANCY
TOWN OF QUARTZSITE
COUNCIL POSITION**

The Town Council of Quartzsite, AZ is soliciting applications with attached resumes and cover letters from the public for consideration of appointment to a vacant Town Council position. Please contact the Town Clerk at 465 N. Plymouth Ave., P.O. Box 1282, Quartzsite, AZ 85346; 928-927-4333, ext. 301. For application information, please visit www.ci.quartzsite.az.us. Submit resume application with a cover letter to the Town Clerk, at the address above. Deadline for submission is July 20, 2016, at 5:00 p.m.



TOWN OF QUARTZSITE

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APPLICATION FORM for TOWN COUNCIL MEMBER

NAME: _____

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE HOME: _____ WORK: _____

FAX: _____ EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? _____ YES _____ NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? _____

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? _____ YES _____ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? _____ YES _____ NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

Please state why you would like to be appointed to this position?

What do you believe is the key responsibility of this position?

What experience, skills, and qualities would you bring to this position?

Please attach a RESUME and COVER LETTER with related previous experience.

Signature

Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, June 14, 2016

Agenda Item: **MINUTES** – Consider approval of the minutes of the Work Session of May 20, 2016, and the Regular Town Council Meeting of May 24, 2016.

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 Work Session of May 20, 2016, and the Regular Town Council Meeting of May 24, 2016.

Action Requested: **Motion to approve the minutes of the Work Session of May 20, 2016, and the Regular Town Council Meeting of May 24, 2016.**

MINUTES
TOWN OF QUARTZSITE
WORK SESSION OF THE COMMON COUNCIL
FRIDAY, MAY 20, 2016, 11:00 AM

CALL TO ORDER: 11:00 a.m.

Mayor Foster called the meeting to order at 11:00 a.m.

INVOCATION:

No one volunteered for the invocation.

PLEDGE OF ALLEGIANCE:

Council Member St. Germain led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Council Member Kelley, Council Member Davidson.

STAFF PRESENT: Skylor Miller, Town Manager; Tina Abriani, Town Clerk; Kiki Tunnell, Finance Manager; Mindy Hunt, Finance Assistant; Miguel Castellanos, Deputy Town Clerk; Emmett Brinkerhoff, Public Works Director; Pamela Shirley, Magistrate Court Judge; Ernie Renfro, Chief of Police; Billie Fowler, Library Manager; and Janet Collier, Transit Coordinator.

CALL TO THE PUBLIC:

Mayor Foster moved the Call to the Public to the end of the meeting.

WORK SESSION:

PRELIMINARY BUDGETS - Presentation and initial review of preliminary budgets for Town departments, FY 16-17.

Skylor explained the health insurance line item was higher than previous years due to Health Reimbursement Arrangement (HRA) being added to it.

Mayor Foster asked about adding additional travel and training to the Mayor and Council line item. Town Manager Miller said there is more than enough money in the current line item to go to other trainings.

Town Manager Miller talked about staff and Council using Town vehicles for training, and said it would be worthwhile to purchase a newer fleet car for training and travel.

Town Manager Miller explained the Police Department had their last payment for their settlement agreement and would like to hold the money from the operational funds to add an additional officer to the department.

Chief Renfro further explained having additional officers would allow the opportunity to join the task force and have proper coverage in the field. He also informed the Council of a grant that would pay 75% for a new officer for three years.

Mayor Foster asked if the Town would be obligated to keep the position after the three years the grant covered. Chief Renfro answered he did not see it in the grant but would do more research.

Town Manager Miller and Chief Renfro explained that the increase in small tools and equipment are due to body cameras and other needed equipment for the officers. Town Manager Miller and Chief Renfro also suggested purchasing a new vehicle since the current vehicles are constantly in the repair shop.

Council Member Orgeron would like to see promotion of the police reserve program in the budget.

Council Member Warner motioned to recess at 11:46 a.m. and Vice Mayor Simpson seconded the motion. The motion passed unanimously.

Mayor Foster called the meeting back to order at 12:05 p.m.

Judge Shirley explained the need for a Pro Tem and recommended the Chief Court Clerk. She would also like to send her Court Clerk to be certified as a Spanish translator.

Mayor Foster asked if staff could look into cleaning the washes to reduce the flood plain.

Town Manager Miller talked about Council Member Kelley's request to fund a Town Planner/Community Planning Director.

Town Manager Miller explained the need to fund new furniture with built in power outlets instead of purchasing new couches for the Library.

Town Manager Miller and Billie Fowler, Library Manager, informed the Council that the Friends of the Library assist the Library with approximately \$15,000 a year.

Emmett Brinkerhoff, Public Works Director, requested an attachment for the mower that is used by the Parks Department.

Vice Mayor Simpson asked about the fund increase in the line item ground repair in the Parks budget. Emmett Brinkerhoff answered he wanted to keep the budget amount the same and was keeping it in ground repair as an emergency fund.

Emmett Brinkerhoff told the Council the Cemetery Department requested to purchase a conex box for storing the burial equipment.

Council Member Orgeron asked what the funds in the line item building and repair in the wastewater department would be used for. Emmett Brinkerhoff answered the building itself at the wastewater treatment plant needs some repairs.

Town Manager Miller explained how the annual long term debt service has changed for the next fiscal year.

Town Manager Miller would like to add \$5,000 to the Parks Department for museum property and expenses.

Call to the public

Shanana Rain Bearcat proposed to co-sponsor the Town sponsored events to further bring the community together and would like to see the budget combined for sponsored events so that more money could be used for the events that need it. She also asked the Council to provide funds for the 150th anniversary of Quartzsite being established.

Shanana Rain Bearcat recommended changing the community outreach line item into a fund that could be available for other organization. She also recommended adding a Community Public Information Officer to receive further public input for the Town.

Monica Timberlake thanked Council Member Orgeron for discussion on bringing in reserve police officers and suggested that Council view the promotion of the Town as an investment into the future instead of as a cost.

Starr Bearcat asked why the Town is paying for the electricity that people use to charge their devices. She also asked if the Town could add more volunteers to the boards and committees that have vacant positions.

Council Member Warner complemented the department heads on their work with the budget.

Council Member Orgeron asked if the board volunteer applicants could be added to the first meeting in June.

Mayor Foster thanked the department heads and the Town employees for their hard work with the previous budget and would like to reward staff with an appreciation lunch.

ADJOURNMENT: 1:29 p.m.

Council Member Orgeron motioned to adjourn the meeting at 1:29 p.m. and Council Member Warner seconded the motion. The motion passed unanimously.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of May 20, 2016, of the Town Council of Quartzsite, Arizona, held on May 20, 2016.

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

DATED this 14th day of June 2016

Miguel Castellanos, Deputy Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MAY 24, 2016, 7:00 PM

CALL TO ORDER: 7:00 p.m.

INVOCATION: None

PLEDGE OF ALLEGIANCE: Led by Vice Mayor Simpson

ROLL CALL:

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

Absent: Council Member Orgeron.

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

ANNOUNCEMENTS:

None.

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Marilyn McFate spoke of the many phone calls she personally received when the Town's water delivery system was temporarily out of service. She asked that the Town phones have a recorded message to provide information during such times.

Town Manager Miller said he would look into the new phone system's capabilities with regard to having specialized messages for times of trouble.

Shanana Rain BearCat talked about Nixle, a software that is available to municipalities and law enforcement agencies. She suggested that the Town look into it because of its usefulness.

The Mayor directed staff to look into the software of which Rain spoke.

Philip Cushman handed out information packets to the Council, and talked about the Quartzsite Area Chamber of Commerce and Tourism, and how the Town's two Chambers could work together. Mr. Cushman talked about how the Quartzsite Area Chamber of Commerce and Tourism has tried to attract businesses to Quartzsite, its accomplishments in Quartzsite, the Chamber's focus on the positive, as well as its plans for the future. Mr. Cushman, as President of the Quartzsite Area Chamber of Commerce and Tourism, asked the Council to consider an annual grant of \$40,000 to keep the doors open, to keep the marketing plan operating, and to pay staff for grant writing and the daily

management of the Chamber. He requested a second annual grant of \$15,000 from the Town to participate meaningfully in the Arizona Office of Tourism's marketing cooperative.

The Mayor said that Mr. Cushman's requests would be considered in future budget discussions.

Town Manager Miller announced that on Memorial Day, starting at 6:00 p.m., at the pavilion, water slides would be set up and music would be played.

CONSENT AGENDA:

- 1. LEDGER OF ACCOUNTS PAID – Consider approval of check series 40226 - 40253 and 40264 - 40271, totaling \$60,851.08.**

Vice Mayor Simpson asked questions about check number 40245 for \$21,061.64 made out to Atkins Engineering for the wastewater treatment plant.

The Town Manager explained that the Town is not currently using Atkins Engineering staff for any review of the wastewater treatment plant, but they do have a subcontractor, Pace Engineering, which provides services for the Town. Pace Engineering invoiced Atkins for these services later in the year, and Atkins in turn invoiced the Town. These costs were incurred in the process of securing USDA funding, as was the direction to the Town Manager Miller by the Council.

The Mayor asked where the Town was in the RFQ process for a Town Engineer. Town Manager Miller said it was being reviewed and that the Council would receive it soon.

Mayor Foster asked if the Town was still entangled with Atkins until they are replaced. Town Manager Miller replied that the Town does not use Atkins for any professional services, but under the existing contract, the Town does use their subcontractors.

Council Member St. Germain moved to approve check series 40226 - 40253 and 40264 - 40271, totaling \$60,851.08. **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

ADMINISTRATIVE ITEMS:

- 2. MINUTES – Consider approval of the minutes of the Regular Council Meeting of May 10, 2016.**

Council Member St. Germain moved to approve the minutes of the Regular Council Meeting of May 10, 2016, and **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

- 3. MAGISTRATE COURT PRO TEM – Discussion and possible consent for the Town Magistrate to appoint one Pro Tem Magistrate.**

Town Manager Miller explained this was a request from Judge Shirley to allow her to appoint the Chief Court Clerk, Lori Brinkerhoff, as Pro Tem Magistrate. He explained there would be no additional cost, other than required training, and he said the appointment would provide better coverage for the Magistrate Court.

Vice Mayor Simpson moved to approve the Town Magistrate to appoint one Pro Tem Magistrate, and **Council Member St. Germain seconded** the motion. The vote was unanimous. **Motion Passed.**

4. **FEDERAL BUREAU OF LAND MANAGEMENT (BLM) GRANT OF ACCESS – Discussion and possible action to review BLM Right-of-Way Grant Serial No. AZA 36905 and discussion regarding naming the new street.**

Town Manager Miller said he included this item in the agenda for the Council to accept the right-of-way and to name the new road. He said that, in the past, Mr. Frank Oulman had appeared before the Council regarding his seven-year struggle to obtain legal public access.

Town Manager Miller announced that the BLM granted right-of-way use stemming off Mockingbird Street just east of Riggles, and it follows a section line and goes south into property thirteen, which belongs to Mr. Oulman.

There was a discussion of naming the road. The Mayor asked the Council what it thought, and he suggested that someone could ask the Quartzsite Historical Society what they thought the name could be.

Town Manager Miller asked for a motion to accept the right-of-way, and that the motion state that the Council accepts the right-of-way per the BLM Right-of-Way Grant Serial No. AZA 36905.

Council Member St. Germain moved to accept the BLM Right-of-Way Grant Serial No. AZA 36905, also directing staff to acquire the other thirty feet and to contact the Historical Society to select a historical name for the new road. **Council Member Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

5. **TOWN MANAGER RECRUITMENT PROCESS – Discussion of a recruitment strategy for a new Town Manager.**

The Mayor said he would like to think that the Council could depend upon the Town Attorneys in the recruitment and selection process for a new Town Manager.

Council Member St. Germain asked that the Council be provided with a current copy of the job requirements for a Town Manager.

The Mayor said there is a requirement that the Town Manager reside in Quartzsite. There was a discussion among the Council regarding this requirement. The Council decided that requirement would be reviewed on a case-by-case basis.

Town Manager Miller listed where the position of Quartzsite Town Manager was advertised.

There was a discussion of desirable qualifications for the position of Town Manager.

The Mayor asked if anyone had a problem with directing the Town Attorney to take care of the vetting of the applicants. No Council Member expressed concern regarding that course of action.

The Mayor directed Ms. Goodwin to vet the Town Manager applicants.

6. **POLICE CHIEF INTERVIEW PANEL – Appointment of two Council Members to serve on the Police Chief Interview Panel.**

Council Member Kelley and Council Member Warner were selected to serve on the panel. Town Manager Miller said the interviews had already been scheduled for June 8, 2016.

The Mayor moved that Council Member Carol Kelley and Council Member Loretta Warner be appointed to be on the screening board for the Police Chief, and **Council Member Davidson seconded** the motion. **Motion Passed.**

7. **EXECUTIVE SESSION**

- **An executive session pursuant to ARS Section 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 General Release agreement in order to avoid litigation related to former Police Chief Jeff Gilbert.**
- **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 settlement discussions in order to avoid litigation with Desert Gardens, LLC regarding utility infrastructure improvements and requested reimbursement.**
- **Executive session pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of obtaining legal advice from the Town Attorney regarding the retention of special counsel James Burr Shields of Aiken Schenk Hawkins & Ricciardi P.C. to advise the Town's Personnel Advisory Board.**

Council Member St. Germain moved to adjourn to Executive Session and **Council Member Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

ADJOURN TO EXECUTIVE SESSION: 7:30 p.m.

RETURN TO OPEN SESSION: 8:11 p.m.

Mayor Foster called the Regular Meeting back to order at 8:11 p.m.

ROLL CALL:

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

Absent: Council Member Orgeron.

8. **GILBERT OUTCOME – Consider formal approval to enter settlement General Release agreement with former Police Chief Jeff Gilbert.**

The Mayor explained the former Police Chief Jeff Gilbert filed a claim against the Town government for payment of his attorney fees to defend himself at the AZPOST hearing regarding his certification as a police officer. The Town denied the claim and negotiated a settlement of \$2,500, to be paid to Mr. Gilbert's attorney, in return for a general release of all claims against any past actions between the Town of Quartzsite and Mr. Gilbert.

The Mayor said he had misgivings about the settlement, but he said he realize that it was in the interests of the taxpayers to obtain the release and have an end to the matter.

The Mayor moved to go ahead and pay the agreed \$2,500 settlement fee to the attorneys of record in this case. The Mayor stated there had been a request to have a roll call vote.

ROLL CALL VOTE:

Motion Passed (summary: Yes = 4, No = 2, Abstain = 0).

Yes: Mayor Foster, Vice Mayor Simpson, Council Member Kelley, Council Member Warner.

No: Council Member Davidson, Council Member St. Germain.

9. **SPECIAL COUNSEL TO PERSONNEL ADVISORY BOARD Discussion and/or approval of the agreement for legal services between Aiken Schenk Hawkins & Ricciardi P.C. and the Town of Quartzsite related to the retention of James Burr Shields to advise the Town's Personnel Advisory Board.**

The Mayor said that the Personnel Advisory Board needed special counsel because the Board had not met in several years. He said an employee had been terminated and had appealed to the Personnel Advisory Board. Mayor Foster explained that the Town Attorneys were representing the Town's position, and therefore, could not represent the Board.

Mayor Foster said the Board would need legal counsel for guidance in the matter of the appeal. The Mayor said attorneys had been hired for similar reasons in the past.

The Mayor moved to enter into a contractual agreement with James Burr Shield to advise the Town's Personnel Advisory Board. **Council Member Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

COMMUNICATIONS:

Reports from the MAYOR on current events.

The Mayor reported that just the day before he attended a meeting that turned out to be a very illuminating for him. He said it was about CDBG grant funding. He explained that the Town was free to apply for CDBG funds every three years. At the meeting, Mayor Foster learned of other grant funds for special projects that go unused each year for which the Town could apply. He said one of the conditions for use was that the projects would need to be completed in an expeditious manner.

The Mayor spoke of a recent visit of the County offices when he had a discussion with Dan Field regarding the Ted's Truck Stop building. Mayor Foster said he had received a phone call regarding the people who do not have homes that stay in the boarded up building. The Mayor and Mr. Field discussed razing the property.

The Mayor listed many ideas and suggestions from the community for needed Town projects. He asked that community members attend the next meeting regarding using grant funds with a plan in hand and not just an idea. He explained that a plan must be ready to execute if the funding is granted.

Reports from the COUNCIL on current events.

Vice Mayor Simpson said he drove to the meeting on half a road. He said half of Moon Mountain Road was paved and smooth. He also said that he hoped the other half would be worked on the next day. He announced that the restaurant was open again at its full regular schedule, three hundred sixty-five days a year.

Reports from the TOWN MANAGER to the Council.

Town Manager Miller reminded everyone of the planned community event for Memorial Day at 6:00 p.m.

Town Manger Miller reported that Thursday, June 16, 2016, at 3:00 p.m. was a tentative date for a public forum for community projects, the next CDBG Public Hearing, and a Special Meeting of the Town Council to discuss the merits of the projects.

Town Manager Miller said that the Moon Mountain Road project would be completed soon. He said the Public Works Director, Emmett Brinkerhoff suggested a ribbon cutting for the celebration of its completion. Town Manager Miller asked Vice Mayor Simpson if he would be interested in hosting the ceremony, and there was a discussion of the

Chamber hosting it. The Town Manager said the tentative date and time were June 13, 2016, at 10:00 a.m.

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

ADJOURNMENT: 8:24 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of May 24, 2016, of the Town Council of Quartzsite, Arizona, held on May 24, 2016.

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

DATED this 14th day of June 2016

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor