

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, APRIL 12, 2016, 7:00 PM**

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

**INVOCATION:** None

**PLEDGE OF ALLEGIANCE:** Council Member Orgeron led the Pledge of Allegiance.

**ROLL CALL:**

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

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

**ANNOUNCEMENTS:**

Shanana Rain BearCat invited the entire community to attend a meeting scheduled for Thursday, April 14, 2016, at 5:30 p.m. at the Community Center, to brainstorm to produce ideas on how to celebrate Quartzsite's 150<sup>th</sup> year since its establishment.

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

None

**PROCLAMATIONS:**

1. **PROCLAMATION – National Work Zone Awareness Week – “Don’t Be That Driver,” April 11-15, 2016.**

The Mayor read the proclamation - National Work Zone Awareness Week – “Don’t Be That Driver,” April 11-15, 2016 - aloud.

2. **PROCLAMATION – Pay It Forward Day April 28, 2016.**

The Mayor read the proclamation - Pay It Forward Day, April 28, 2016 - aloud.

The Mayor stated it had been requested that the Consent Agenda items be moved from the Consent Agenda to the Regular Agenda.

**CONSENT AGENDA:** Items moved from the Consent Agenda to the Regular Agenda.

**3. A. LEDGER OF ACCOUNTS PAID – Consider approval of check series 40028 – 40048 and 40059 - 40104, totaling \$270,853.37.**

**Council Member Orgeron moved** to approve check series 40028 – 40048 and 40059 - 40104, totaling \$270,853.37, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

**B. COURT CLERK – Consider approval to hire a new Magistrate Court Clerk to fill the vacant budgeted position.**

Town Manager Miller explained he was seeking approval of the Council to fill the full-time Court Clerk budgeted position in the Quartzsite Magistrate Court. There was a discussion of another candidate that had held the position but had left the Town's employment.

Vice Mayor Simpson asked what the workload was at this time of the year and for the next few months.

Town Manager Miller said in the budget last year, it was identified that there was a definitive need for two Magistrate clerks. He explained that two administrative clerks were required for proper checks and balances to remain in place.

Town Manager Miller replied to Vice Mayor Simpson's question by saying that the Magistrate's caseload was up compared to that of previous years.

**Vice Mayor Simpson moved** to approve to hire a new Magistrate Court Clerk to fill the vacant budgeted position. **Council Member Orgeron seconded** the motion. The vote was unanimous. **Motion Passed.**

**C. LIBRARY CLERK – Consider approval to hire a new Library Clerk to fill the vacant budgeted position.**

The Mayor asked if the Library needed the position to be filled, in light of its falling patron count.

Town Manager Miller said the Library had two vacant positions. He explained that Melissa Fischer filled one of those positions on a part-time basis, after the Council gave permission to release those budgeted funds for that position. Town Manager Miller explained to Council that he was asking Council to approve moving Ms. Fischer from a part-time employee position to a full-time employee position because she had shown her worth.

There was a discussion of the change in number of hours that Ms. Fischer would have. Town Manager Miller said she would move from 24 to 40. He said the Town would keep her at the same rate she was already at, which was \$10.43 per hour.

**Council Member Orgeron moved** to approve to hire the new Library Clerk to fill the vacant budgeted position, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

**D. RESERVE POLICE OFFICER – Consider approval to hire a new Reserve Police Officer to fill the vacant budgeted position.**

Town Manager Miller reminded the Council that during the last budget cycle, the Police Department was restructured, and it was proposed that a sworn officer position be eliminated, while a reserve officer position was added. The reserve officer was needed to maintain proper coverage, said Town Manager Miller.

Chief Renfro spoke of the budgeted reserve police officer position that had not been filled. The Chief provided information about Clifford Finch from the Yuma area, such as his age - 29 years old, married, and certified. The Chief said he was asking Council's approval to put Mr. Finch through training, and then put him on a part-time basis where he would be in reserve to fill in when the busy season arrives. Chief Renfro said that once Mr. Finch was trained, Mr. Finch would be working one or two days per month.

There was a discussion of future vacancies in the Police Department, and that Mr. Finch could be the first person to apply to fill the vacancy. Chief Renfro said that when applicants had been put through the process of checks and verifications, approximately fifty-percent of the applicants fell off the satisfactory list of applicants.

There was a discussion about Mr. Finch having passed all checks, his AZ Post Certification and his future Quartzsite field training.

**Council Member Orgeron moved** to approve a hire of the new reserve police officer to fill the vacant and budgeted position, and **Vice Mayor Simpson seconded** the motion. The vote was unanimous. **Motion Passed.**

**PUBLIC HEARING:**

- 4. TRANSIT GRANT FUNDING – PUBLIC HEARING – Public Hearing, review and consideration of approval to authorize the filing of grant applications for FTA Section 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 5311 funding.**

Town Manager Miller let everyone know that Janet Collier, Transit Coordinator, was away at a mandatory training. He said the Town had a requirement to have the public hearing in order to meet the grant application guidelines. He continued that the Town wants to accept that participation and incorporate it into the grant application.

Town Manager Miller said that because of the required public hearing and the fact that all three agenda items tie into each other, he was asking the Council only to review the documents and discuss them.

Town Manager Miller said he would set up a special meeting next week for final approval to apply for funds, approval of the Title VI Non-Discrimination Plan, and the revised Business Plan

Town Manager Miller reviewed 5311 Program requirements.

The Mayor called for questions from the public.

There was a discussion of ADOT's beautification grant by which the pedestrian amenities, such as rest stations, were made. There will be no fixed route, citizens will call and arrange to be picked-up from wherever they desire.

Vice Mayor Simpson spoke of his concern of committing to the new program without viewing the budget first. He asked for a budget update before approving the process, and a projection of future budget figures. He explained that he wanted to know where the Town stood financially before making financial decisions.

Town Manager Miller explained ADOT's deadline did not allow for the Vice Mayor's preferred process. He further explained that the meeting was to discuss the opportunity to apply for the 5311 funds.

Starr BearCat said she understood that Mrs. Collier would be taking a full-time position running the Transit Department, and would work exclusively in that department. Starr said she understood that Mrs. Collier's wages would come from the grant.

Starr went on to say that Mrs. Collier was doing a number of jobs for the Town, and asked how many people would be hired to fill Mrs. Collier's old position.

The Mayor offered that if the Town did get the grant, those questions would be answered.

The Mayor closed the Public Hearing.

#### **ADMINISTRATIVE ITEMS:**

- 5. MINUTES – Consider approval of the minutes of the Regular Town Council Meeting of March 22, 2016 and the Special Town Council Meeting of April 1, 2016.**

**Vice Mayor Simpson moved** to approve the minutes of March 22, 2016, as presented, and the Special Meeting of April 1, 2016, as presented. **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

- 6. REVISED PUBLIC TRANSIT IMPLEMENTATION PLAN - Presentation and review of revised Quartzsite Transit Camel Express General Public Dial-A-Ride and Intercity Service Operations and Implementation Business Plan.**

The Mayor asked if the agenda item required any further discussion at this time.

Town Manager Miller said ADOT updated the figures, and the feasibility issue had been addressed of the high school student trip. He said once the Town reaches out to Salome High School and finds out what type of contribution with which they are willing to help. Town Manager Miller said the issue was something that would have to be worked out through the budget cycle.

7. **TITLE VI NON-DISCRIMINATION PLAN – Review of updated Title VI Non-Discrimination Plan for the Quartzsite Transit Services. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on 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.**

Council Member Warner asked if the document was primarily the same plan that was adopted last year, but with verbiage changes. TM Miller said yes.

8. **ORDINANCE NO. 16-04 – CALCULATION OF MAJORITY OF VOTES CAST FOR MAYORAL AND COUNCILMEMBER ELECTIONS - Discussion and possible adoption of an ordinance amending the Town Code, Chapter 2, Mayor and Council, Article 2-3 Council Election, to include a subsection, Section 2-3-1 Primary Election, providing the method to be used to calculate the majority of votes cast at the Primary Election pursuant to Arizona Revised Statutes.**

The Mayor explained that the proposed Ordinance was necessitated by a change in a State Statute. He said, "If in a Primary Election you receive a majority of the votes, you are then declared elected." It is how to calculate the majority of votes, and requires a change to the Town Code.

**Council Member Orgeron moved to approve Ordinance No. 16-04, Calculation of Majority of Votes Cast for Mayoral and Councilmember Elections, amending the Town Code, Chapter 2 Mayor and Council, Article 2-3 Council Election to include a subsection, Section 2-3-1 Primary Election, providing the method to be used to calculate the majority of votes cast at the Primary Election pursuant to Arizona Revised Statutes. Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.**

9. **PAY IT FORWARD DAY - Discussion regarding how the Town's citizens and staff can work together to help the community celebrate Pay It Forward Day with a positive ripple effect of giving.** *Requested by Council Member Kelley*

Council Member Kelley spoke about how the Town staff really participated the last time the special day was recognized by the Council. She said the staff helped the citizens with yard cleaning and visits to shut-ins. Council Member Kelley those little things make a difference. She said the community of Quartzsite was very giving and asked that everyone please think of someone that needs something on Pay It Forward Day. Council

Member Kelley suggested that anyone having difficulty coming up with ideas should speak to Marilyn McFate.

Council Member Warner noted the kind act would not need to take place on April 28, 2016. She also spoke of the idea of using tickets.

Town Manager Miller said he would help to publicize Pay It Forward Day, April 28, 2016.

**10. CHIEF OF POLICE RECRUITMENT - Presentation of proposed recruitment process for Chief of Police by Town Manager Miller and Chief of Police Renfro.**

Town Manager Miller spoke about moving forward with a recruitment plan. He said that he was asked by the Council to find out if Chief Renfro could be convinced to stay on as the Chief in Quartzsite. Town Manager Miller said he tried, but the Chief was firm with his plan to leave.

Town Manager Miller said he would present Council with a draft proposed contract at the next regular or special Council meeting. He spoke of the acceptance of the Chief's resignation requiring that either an addendum or new agreement, signed, be put in place for the Chief's future employment by the Town. Town Manager Miller said the Chief had agreed to stay with the Town through the recruitment process to help maintain stability through the process for staff and to help with the selection of a new Chief. Town Manager Miller said the Chief would commute from Quartzsite to Phoenix.

Town Manager Miller said applications for the position of Chief of Police would be accepted through May 10, 2016, and they would be reviewed May 11, 2016. He said the interview panel would consist of senior level DPS representatives, two volunteers from the Council, the Town Manager, and Chief Renfro. Town Manager Miller said that dependent upon the size of the pool of applicants, the process might include an in-person or Skype interview before the second round before the panel.

Town Manager Miller said that once a final candidate is approved the candidate would meet with the Council and discuss contract terms.

There was a discussion of the residency requirement. The Mayor said that initially the residential requirement should include Rainbow Acres and La Paz Valley. There were comments from the Council, Chief Renfro, and the Town Manager. There was mention that the residency requirement could be used as a bargaining tool, and for the right candidate, there would be flexibility.

The Mayor directed staff to go forward with the advertisement of the position.

Town Manager Miller requested that two members of the Council be participants on the review board or interview panel. He said the selection of the Council Members could occur at the next regular Council meeting.

Chief Renfro advised that if the first round of applicants does not include a satisfactory candidate, there should be more rounds until the right candidate is found.

The Mayor went on record to say the Chief created a department that no one should be ashamed or afraid to come to Quartzsite and take over. The Chief said, "It was not just me, but we."

### **COMMUNICATIONS:**

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

The Mayor said he would like to recognize Mrs. Renfro for allowing the Town to have the services of Ernie Renfro for at least another month.

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

Council Member Kelley warned everyone to stay off Moon Mountain.

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

Town Manager Miller spoke about the construction on Moon Mountain. He said the work did not stop people from getting to the Salvation Army.

The Mayor asked if the workers were going to form the sidewalk and then pour it, and he asked if that would close driveway accesses. Town Manager Miller replied that there would be temporary closures, but the workers would properly notify those folks.

Council Member Warner asked if people could still get to the Senior Center from off of Main Street and there were affirmative replies.

Town Manager Miller spoke more about road closures and paying attention to the flaggers.

Town Manager Miller said the preliminary State Shared Revenue numbers were released the previous week, as well as the League's 'It's Budget Time' documentation, which explains what the changes are. He said the preliminary State Shared Revenue numbers are what the Town needed to develop the upcoming budget cycle. He said that process could be started.

The Mayor asked Town Manager Miller if he received anything regarding HURF. Town Manager Miller replied that the 'It's Budget Time' document and the preliminary State Shared Revenue had already been uploaded to the Council's iPads for their review. Town Manager Miller said, "HURF, I believe, is in good shape."

Town Manager Miller reminded everyone that there would be a sesquicentennial planning meeting on Thursday, April 14, 2016 at 5:30 p.m. at the Community Center. He encouraged Council Members and everyone else from the public that was interested in

participating in the celebration of the community turning 150, to attend the meeting, please.

**ADJOURNMENT:** 7:59 p.m.

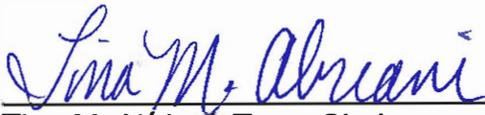
**Council Member Warner moved to adjourn, and Council Member Davidson seconded the motion. The vote was unanimous. Motion Passed.**

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of April 12, 2016, of the Town Council of Quartzsite, Arizona, held on April 12, 2016.

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

DATED this 26<sup>th</sup> day of April 2016

  
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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

  
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Ed Foster, Mayor