

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**WEDNESDAY, JUNE 22, 2016, 1:00 PM**

**CALL TO ORDER:** 1:00 p.m.

**INVOCATION:** None

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

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

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

**CALL TO THE PUBLIC:**

No one responded.

**ADMINISTRATIVE ITEMS:**

**EXECUTIVE SESSION**

- 1. 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.**

**Council Member Orgeron moved to adjourn to executive session, and Vice Mayor Davidson seconded the motion. The vote was unanimous. Motion Passed.**

**ADJOURN TO EXECUTIVE SESSION:** 1:06 p.m.

**RETURN TO OPEN SESSION:** 2:08 p.m.

The Mayor called the Regular Meeting back to order at 2:08 p.m.

**ROLL CALL**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

## **WORK SESSION**

### **2. TENTATIVE BUDGET – Review and consider adoption of the Tentative Budget for Fiscal Year 2016-2017 and proposed Expenditure Limitation for the same year.**

Town Manager Miller said the Work Session was a follow up to the meeting of May 20, 2016, regarding the Budget. He reviewed some of the questions from the Council during that meeting, such as questions regarding the phones and the internet; Community Development expenditures; \$5,000 added to Grounds Maintenance, Account # 5086 for maintenance of the Quartzsite Historical Society; and the \$195,000 added CDBG Project Grant for Wastewater.

Town Manager Miller reviewed the requests for grants from Mr. Cushman representing the Quartzsite Area Chamber of Commerce and Tourism totaling \$55,000, and the grant request for \$6,000 from Shanana Rain BearCat, on behalf of the Quartzsite Area Chamber of Commerce and Tourism, to help market and celebrate Quartzsite's 150<sup>th</sup> Anniversary of its founding.

Council Member Orgeron spoke of the \$55,000 request from the Quartzsite Area Chamber of Commerce and Tourism and a similar request made to La Paz County. Council Member Orgeron said it was too much. Mayor Foster and Vice Mayor Davidson said they agreed with Council Member Orgeron.

Town Manager Miller said the \$6,000 request to market the 150<sup>th</sup> Anniversary would not have to be a payment made to the Chamber. He said the Town could directly control direct payments for banners for streets and advertising.

The Mayor said there needed to be standards for light poles for hanging banners. He asked Mr. Brinkerhoff to find out about any approvals from ADOT that might be required to put up banners.

Town Manager Miller said the marketing would fall under Promotion of Town under Economic Development.

Council Member Orgeron said something should be done for the 150<sup>th</sup> Anniversary.

Town Manager Miller said he thought the \$6,000, if there was some control by the Town, especially if it is not a direct payment and the Town is approving the actual items, selecting the vendors and doing it directly, was reasonable.

Council Member Orgeron and the Mayor said they were fine with the \$6,000 request.

Town Manager Miller reviewed the Town's revenues and expenditures for the current budget year and the coming budget year. He said a bit of an increase in revenues was anticipated, based on hard data received this year as well as the increases from the State Shared Revenue Fund.

Town Manager Miller said the Town is going from \$3.08 million to \$3.35 million in General Fund revenue.

He said General Fund expenditures increases slightly from the previous year, but he said the Town was essentially holding the line.

Council Member Orgeron asked if \$1,000 was allocated to the Passport Program, and Town Manager Miller said yes.

Town Manager Miller said there was a bit of an increase HURF revenue due to additional one-time funds. He reported that Water and Wastewater both had a slight increase in revenues.

The Mayor asked if the Town was set to increase fares for the new transit program.

Town Manager Miller replied that the Town was already charging \$3.00 per trip.

The Mayor asked if the Town was prepared to move to the public transit program on July 1, 2016. Town Manager Miller replied that the Town was ready.

Town Manager Miller said the Tentative Budget is scheduled to be approved by the Town Council on June 28, 2016. He said the final budget would not be ready until the end of July because of the public notice timeframe. He said the Town would go ahead and move forward with public transit operations but the hours would be scaled back a little to maintain the existing budget until formal approval is obtained with the Final Budget.

There was a discussion regarding an officer to work as a task force, while maintaining the same level of policing. It was noted that the drug problem in La Paz County is not going to go away.

Council Member Orgeron said there should be one additional officer for the Town and one for the task force.

Council Member Warner asked if a reserve officer would still be needed and the Chief said no.

Council Member Warner said she would rather have two full-time officers and eliminate the reserve officer.

Town Manager Miller said two officers would be added. The reserve officer would become a full-time officer.

There was a discussion about the possibility of hiring a tree trimming service.

Town Manager Miller explained HURF funds pay for the work to be done, and the amount of tree trimming needed had been reduced.

Emmett Brinkerhoff, Public Works Director, said it would cost approximately \$400 an hour to hire a tree-trimming outfit.

Council Member St. Germain asked if the La Paz Economic Development Corporation had gotten back to the Town with anything at all after the Town paid \$7,500 last year.

Town Manager Miller said Skip Becker had been in touch with him and that there was something in the works. Town Manager Miller assured the Council that there are time and effort being expended by the La Paz Economic Development Corporation on the Town's behalf.

The Council agreed to \$30,000 for the Economic / Community Outreach Account, which included the \$1,000 to the Passport Program and the \$6,000 for the marketing of the 150<sup>th</sup> Anniversary.

There was discussion and consideration of an economic development director, as requested by Council Member Kelley. Town Manager Miller recommended that the Town wait another year and discuss it with the new Town Manager. Council Member Kelley said it would be fine to wait one year.

Town Manager Miller spoke of the Library's Budget, E-rate reimbursements; new chairs and tables; and new computers for the staff members.

Town Manager Miller said the Cemetery Division of the Public Works Department was holding steady. He said Transit had a big shift from the 5310 Program to the 5311 Program and is currently budgeting to incorporate the Salome High School student collection trip in the morning.

Janet Collier, Transit Coordinator, explained that the way the 5311 Program is structured, the Town could not accept money from Salome High School. She said an in-kind exchange would be explored further.

Town Manager Miller said the Town would budget it, but it would be up to the Council to decide what to do, to either use it or not, possibly depending on an equitable arrangement with Salome High School.

Town Manager Miller noted that the 5311 Program resulted in \$20,000 reduction to the General Fund.

Town Manager Miller said HURF received a one-time increase from State Shared Revenue. He said 100% of the HURF dollars had been allocated.

The Mayor asked if the manhole maintenance was in the Public Works HURF Budget.

Town Manager Miller explained that the manhole maintenance program was budgeted out of the Wastewater Department. He said HURF reserves had been allocated to pay off the new dump truck in lieu of paying interest over several years. HURF expenditures are

allocated to street repair and maintenance, which is the pavement preservation plan that includes manhole lids and new road surfaces.

Town Manager Miller said funds had also been allocated to finally finish the HAWK system project.

Town Manager Miller next reviewed Wastewater and said there was an increase in Wastewater expenses but that there was also an increase in revenue. He said the Town would continue to look for grant dollars to go toward manhole maintenance.

Pricing per manhole has been approximated at \$4,000 - \$6,000, depending on each one's depth. The goal is to complete twelve to fifteen manholes each year.

In regard to the Wastewater Treatment Plant repairs, the Town is looking at crack sealing and repairing basins, and moving forward with the financing for the Wastewater Treatment Plant Expansion Project.

Because ADEQ is losing their state funding, they are moving toward a fee-based funding system. There is now a charge to certify plant personnel through ADEQ; for the employees and the facility, the expense should be at a maximum, \$20,000.

The Mayor asked for an update about the deal with the Central Arizona Project, CAP, possibly paying for a new well.

Town Manager Miller said the initial agreement with the representatives from CAP was that they would pay for everything up front. He said there may be some legal expenses for contract negotiations, and possibly some engineering services, but those should be the only expenses, which would be incorporated into existing line items for those services.

Town Manager Miller said the Kofa Well is due for an overhaul. They would pull the pumps out and do a cleaning. He said it was a time sensitive project because it needs to be done before right away, and cannot wait for a sister well to be up and running. The overhaul would cost approximately about \$100,000, and \$20,000 for paint. Town Manager Miller said that would leave \$65,000 in Capital Improvements.

Town Manager Miller concluded the line item review of the FY16-17 Budget.

Town Manager Miller said he was proposing to get final direction at the meeting. He said there would be formal action to adopt the Tentative FY16-17 Budget at the June 28, 2016 meeting.

Town Manager Miller said there would preparation of the public notices to go out to the media, and the public notice timeline would begin on June 29, 2016. He noted the advertisement of the Final Budget's possible adoption must be advertised for two weeks in a local paper, which would put the item on the agenda of the second meeting in July 2016.

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

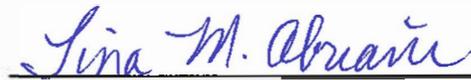
**ADJOURNMENT:** 3:05 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of June 22, 2016, of the Town Council of Quartzsite, Arizona, held on June 22, 2016.

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

DATED this 12<sup>th</sup> day of July 2016

  
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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

  
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Ed Foster, Mayor