

**REGULAR MEETING OF THE TOWN OF QUARTZSITE  
COMMON COUNCIL  
TUESDAY, JANUARY 10, 2017  
AGENDA**

Members may attend in person or by telephone

Norm Simpson, Mayor  
Loretta Warner, Vice Mayor

Carol Kelley  
Jerald Kinkade  
Steve Schue

Hal Davidson  
Starr BearCat

**Quartzsite Town Hall  
Council Chambers  
465 North Plymouth Avenue  
Quartzsite, Arizona**

**Regular Meeting  
7:00 p.m.**

*Members of the Quartzsite Common Council may attend either in person or by telephone conferencing.*

**SPEAKING TO THE COUNCIL**

*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.*

**EXECUTIVE SESSION**

*An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.*

**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.*

<b>AGENDA ITEM</b>		<b>COUNCIL ACTION</b>
<b>CALL TO ORDER OF REGULAR MEETING</b>		
<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b> 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.		
<b>ROLL CALL</b>		
<b>ANNOUNCEMENTS</b>		

<b>PRESENTATIONS, REPORTS AND PROCLAMATIONS</b>		
1.	<b>POLICE DEPARTMENT REPORT ON ATV ENFORCEMENT PROCEDURES.</b>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
2.	<b>DEPARTMENT QUARTERLY REPORT – Library.</b>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
3.	<b>REPORTS FROM BOARDS, COMMITTEES, AND COMMISSION – Park and Recreation Board.</b>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
<b>CONSENT AGENDA</b> <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>		
4.	<b>LEDGER OF ACCOUNTS PAID – Consider approval of check number 41076 and check series 41130-41164 totaling \$85,506.50.</b>	Discussion; possible action by MOTION; may be acted upon with single motion.
5.	<b>MINUTES – Consider approval of the minutes of the Town Council Regular Meeting of December 27, 2016, the Special Meeting of December 30, 2016 at 2:10 p.m., and the Special Meeting of December 30, 2016 at 3:10 p.m.</b>	Discussion; possible action by MOTION; may be acted upon with single motion.

**ADMINISTRATIVE ITEMS**

6.	<p><b>FEE FOR TOWN PROMOTIONAL VIDEOS</b> – Discussion and possible action to approve \$600 funding for two Town promotional videos produced by Russ Varisco.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
7.	<p><b>PARK &amp; RECREATION COMMITTEE RECOMMENDATION OF CHANGES TO TOWN PARK RULES</b> – Discussion and possible action regarding changes to the Town Park Rules as recommended by the Park and Recreation Committee.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
8.	<p><b>PARK &amp; RECREATION COMMITTEE RECOMMENDATION OF CHANGES TO THE PARK USE PERMIT APPLICATION</b> – Discussion and possible action regarding changes to the Park Use Permit application by eliminating the additional insurance requirement as recommended by the Park and Recreation Committee.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
9.	<p><b>ORDINANCE REGARDING TOWN ATTORNEY PRESENCE AT COUNCIL MEETINGS</b> - Discussion and possible adoption of an ordinance amending the Town Code, Chapter 3, Administration, Article 3-2, Officers, by amending Section 3-2-5 Town Attorney; Town Prosecutor, Subsection A, Town Attorney related to the Town Attorney’s attendance at Council Meetings.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
10.	<p><b>PLACEMENT OF THE CALL TO THE PUBLIC ON THE AGENDA</b> – Discussion and possible action to change the placement of the Call to the Public on the agenda.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>

11.	<p><b>CHANGING OF THE COUNCIL MEETINGS TO AN EARLIER TIME IN THE DAY</b> – Discussion and possible action to change the hour Regular Council Meetings will be held in the future.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
12.	<p><b>REVIEW AND POSSIBLE CHANGE OF THE COUNCIL'S PRIMARY ELECTED DESIGNATED CHECK SIGNER</b> – Review and discussion of Check Signers Resolution No. 13-08 and possible action to change to the Council Member Elected Check Signer Designee.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
13.	<p><b>REVIEW AND POSSIBLE CHANGE TO THE COUNCIL'S TWO ALTERNATE ELECTED DESIGNATED CHECK SIGNERS</b> – Review and discussion of Check Signers Resolution No. 13-08 and possible action to change to the two Council Member Alternate Elected Check Signer Designees.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
14.	<p><b>QUARTZSITE AREA CHAMBER OF COMMERCE AND TOURISM SEEKS TEMPORARY ROAD CLOSURE FOR HI JOLLY DAZE PARADE</b> – Consider approval for the Town Public Works Department in cooperation with the Town Police Department to close part of Tyson Road for the Hi Jolly Daze Parade to be held beginning at 11:00 a.m. on January 14, 2017.</p>	<ul style="list-style-type: none"> <li>• Introduction of item</li> <li>• Council discussion</li> <li>• Invitation for public comment</li> <li>• Final Council discussion</li> <li>• Council action/direction</li> </ul>
<p><b>CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS</b> - <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. Comments on matters on the agenda are to be made at the time the Council considers the item. 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 placed on a future agenda if the matter is not already on the agenda. If the matter is on the agenda, the Council may respond, but discussion will be reserved until the matter is introduced on the agenda.</i></p>		
15.	<p><b>FUTURE AGENDA ITEMS</b> – Direction to staff regarding future agenda items.</p>	

	<b>COMMUNICATIONS</b>	
16.	Reports from the MAYOR on current events.	
17.	Reports from the COUNCIL on current events.	
18.	Reports from the TOWN MANAGER to the Council. <ul style="list-style-type: none"> <li>• Vice Mayor Warner said she would like to see an update on the field trip to the Wastewater Treatment plant</li> <li>• HAWK Project</li> </ul>	
	<b>ADJOURN</b>	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 \_\_\_\_\_, 2017, 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

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### **REGULAR COUNCIL MEETING**

Tuesday, January 10, 2017

- Agenda Item:** **LEDGER OF ACCOUNTS PAID** – Consider approval of check number 41076 and check series 41130-41164 totaling \$85,506.50.
- 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:** Jim Ferguson, Town Manager
- Attachment:** Ledger of Accounts Paid: check number 41076 and check series 41130-41164 totaling \$85,506.50
- Action Requested:** Motion to approve the Ledger of Accounts Paid, check number 41076 and check series 41130-41164 totaling \$85,506.50.

**Quartzsite Town Council Meeting of  
JANUARY 10, 2017  
Check Register/ Revenue**

**Horizon Community Bank -- Including Checks #41076 and 41130-41164.**

**Balances on all cash accounts as of January 04, 2017**

<b>Checking Account</b>	<b>\$</b>	<b>4,582,250.58</b>
<b>LGIP Account</b>	<b>\$</b>	<b>702,547.96</b>
<b>WIFA Debt Reserve Account</b>	<b>\$</b>	<b>70,676.73</b>

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>146,340.38</b>
<b>Total Payroll for Pay Period Ending 12/17/16</b>	<b>\$</b>	<b>63,723.88</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>952,875.32</b>
<b>YTD Total Sewer Cap Revenue as of 01/04/16</b>	<b>\$</b>	<b>1,400.00</b>
<b>YTD Total Sewer Sales Revenue as of 01/04/16</b>	<b>\$</b>	<b>470,490.48</b>
<b>YTD Total Water Cap Revenue as of 01/04/16</b>	<b>\$</b>	<b>750.00</b>
<b>YTD Total Water Sales Revenue as of 01/04/16</b>	<b>\$</b>	<b>480,234.84</b>

## Report Criteria:

Report type: GL detail

Check.Check Number = 41130-41164

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>41130</b>						
12/22/16	41130	APS	337.64	Electric Service	01-185-5048	337.64
12/22/16	41130	APS	137.35	Electric Service	01-180-5048	137.35
12/22/16	41130	APS	776.33	Electric Service	03-220-5048	776.33
12/22/16	41130	APS	709.35	Electric Service	03-220-5049	709.35
12/22/16	41130	APS	4,412.41	Electric Service	15-500-5048	4,412.41
12/22/16	41130	APS	7,620.77	Electric Service	16-550-5048	7,620.77
Total 41130:			13,993.85			
<b>41131</b>						
12/22/16	41131	TDS Telecom	323.37	Telephone Service - Admin	01-130-5048	323.37
12/22/16	41131	TDS Telecom	455.32	Telephone Service - Police	01-140-5048	455.32
12/22/16	41131	TDS Telecom	327.91	Telephone Service - Magistrate	01-150-5048	327.91
12/22/16	41131	TDS Telecom	72.00	Telephone Service - PW	03-220-5048	72.00
12/22/16	41131	TDS Telecom	197.40	Telephone Service - WWTP	15-500-5048	197.40
12/22/16	41131	TDS Telecom	182.16	Telephone Service - Water	16-550-5048	182.16
Total 41131:			1,558.16			
<b>41132</b>						
12/29/16	41132	APS	12.49	Electric Service	03-220-5049	12.49
Total 41132:			12.49			
<b>41133</b>						
12/29/16	41133	OrchestrateHR	365.00	Aggregate Employee Insurance	01-110-5016	365.00
12/29/16	41133	OrchestrateHR	1,460.00	Aggregate Employee Insurance	01-130-5016	1,460.00
12/29/16	41133	OrchestrateHR	4,745.00	Aggregate Employee Insurance	01-140-5016	4,745.00
12/29/16	41133	OrchestrateHR	1,460.00	Aggregate Employee Insurance	01-150-5016	1,460.00
12/29/16	41133	OrchestrateHR	730.00	Aggregate Employee Insurance	01-160-5016	730.00
12/29/16	41133	OrchestrateHR	1,095.00	Aggregate Employee Insurance	01-170-5016	1,095.00
12/29/16	41133	OrchestrateHR	547.50	Aggregate Employee Insurance	01-180-5016	547.50
12/29/16	41133	OrchestrateHR	912.50	Aggregate Employee Insurance	01-185-5016	912.50
12/29/16	41133	OrchestrateHR	2,920.00	Aggregate Employee Insurance	03-220-5016	2,920.00
12/29/16	41133	OrchestrateHR	730.00	Aggregate Employee Insurance	01-230-5016	730.00
12/29/16	41133	OrchestrateHR	365.00	Aggregate Employee Insurance	01-181-5016	365.00
12/29/16	41133	OrchestrateHR	1,277.50	Aggregate Employee Insurance	15-500-5016	1,277.50
12/29/16	41133	OrchestrateHR	1,642.50	Aggregate Employee Insurance	16-550-5016	1,642.50
Total 41133:			18,250.00			
<b>41134</b>						
12/29/16	41134	Petty Cash	1.20	Money Order for Records Request -Admin	01-130-5035	1.20
12/29/16	41134	Petty Cash	6.00	Parking for mtg with Attny - Admin	01-130-5043	6.00
12/29/16	41134	Petty Cash	8.00	Water & Candy for Council	01-110-5022	8.00
12/29/16	41134	Petty Cash	1.10	Office Supplies - Admin	01-130-5022	1.10
12/29/16	41134	Petty Cash	26.22	Lab Supplies - WWTP	15-500-5052	26.22
12/29/16	41134	Petty Cash	3.19	Office Supplies - Transit	01-230-5022	3.19
12/29/16	41134	Petty Cash	14.64	Per Diem for mtg with Attny - J. Ferguson	01-130-5043	14.64
2/29/16	41134	Petty Cash	.47	Postage - P&Z	01-160-5042	.47
12/29/16	41134	Petty Cash	21.60	Certificate Frames - M&C	01-110-5022	21.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
12/29/16	41134	Petty Cash	3.57	Postage - Library	01-170-5042	3.57
12/29/16	41134	Petty Cash	6.61	Office Supplies - M&C	01-110-5022	6.61
12/29/16	41134	Petty Cash	8.00	Bottled water - M&C	01-110-5022	8.00
12/29/16	41134	Petty Cash	8.63	Supplies for Water Plant	16-550-5050	8.63
12/29/16	41134	Petty Cash	17.00	Office Supplies - Admin	01-130-5022	17.00
12/29/16	41134	Petty Cash	35.00	CDL Medical Exam fee - O. Cruz	16-550-5036	35.00
12/29/16	41134	Petty Cash	30.00	Qtz-opoly games for Town Promotion/Fair	01-145-5044	30.00
12/29/16	41134	Petty Cash	1.80	Office Supplies - Admin	01-130-5022	1.80
12/29/16	41134	Petty Cash	1.80	Office Supplies - Court	01-150-5022	1.80
12/29/16	41134	Petty Cash	1.80	Office Supplies - Library	01-170-5022	1.80
12/29/16	41134	Petty Cash	1.80	Office Supplies - WWTP	15-500-5022	1.80
12/29/16	41134	Petty Cash	1.80	Office Supplies - Water	16-550-5022	1.80
12/29/16	41134	Petty Cash	10.00	Janitorial Supplies - Admin	01-130-5034	10.00
12/29/16	41134	Petty Cash	21.16	Water & Snacks - M&C	01-110-5022	21.16
12/29/16	41134	Petty Cash	6.00	Certificate Frames - M&C	01-110-5022	6.00
12/29/16	41134	Petty Cash	20.00	Alterations to Uniform - J. Keeling	01-140-5019	20.00
12/29/16	41134	Petty Cash	22.02	Office Supplies - Police	01-140-5022	22.02
12/29/16	41134	Petty Cash	1.65	Supplies for Halloween walk - Police	01-140-5022	1.65
12/29/16	41134	Petty Cash	6.61	Supplies for Halloween walk - Police	01-140-5022	6.61
12/29/16	41134	Petty Cash	6.45	Postage - Police	01-140-5042	6.45
12/29/16	41134	Petty Cash	23.95	Office Supplies - Police	01-140-5022	23.95
12/29/16	41134	Petty Cash	22.62	Office Supplies - Police	01-140-5022	22.62
12/29/16	41134	Petty Cash	15.02	Postage to ship radar for repair - Police	01-140-5042	15.02
12/29/16	41134	Petty Cash	20.00	Fee for K-9 grooming - Police	01-140-5080	20.00
12/29/16	41134	Petty Cash	25.00	QPD promotion for Red Ribbon T-shirt	01-140-5022	25.00
Total 41134:			400.71			
<b>41135</b>						
12/29/16	41135	TDS Telecom	154.23	Telephone Service - Library	01-170-5048	154.23
Total 41135:			154.23			
<b>41136</b>						
01/04/17	41136	American Fitness Services,	250.00	Exercise Equipment Maintenance - Comm. Ctr	01-185-5035	250.00
Total 41136:			250.00			
<b>41137</b>						
01/04/17	41137	Arizona Magistrates Assoc.	50.00	Membership Renewal: P Shirley	01-150-5051	50.00
Total 41137:			50.00			
<b>41138</b>						
01/04/17	41138	Arizona State Treasurer	2,809.51	Fees Collected - Nov 2016	01-000-2212	2,809.51
Total 41138:			2,809.51			
<b>41139</b>						
01/04/17	41139	Best Auto	2,343.76	Fuel injector pump/repairs for Hummer - Police	01-140-5025	2,343.76
Total 41139:			2,343.76			
<b>41140</b>						
1/04/17	41140	Bingham Equipment Comp	79.03	Repair Parts for Bobcat - PW	03-220-5040	79.03

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 41140:			79.03			
<b>41141</b>						
01/04/17	41141	Collier's Comer Flooring S	45.00	Booking Room Carpet Cleaning - PD	01-140-5035	45.00
Total 41141:			45.00			
<b>41142</b>						
01/04/17	41142	Diamond Brooks Bottled W	11.28	Bulk Water - Admin	01-130-5035	11.28
01/04/17	41142	Diamond Brooks Bottled W	11.28	Bulk Water - Police	01-140-5035	11.28
01/04/17	41142	Diamond Brooks Bottled W	11.28	Bulk Water - Magistrate	01-150-5035	11.28
01/04/17	41142	Diamond Brooks Bottled W	11.26	Bulk Water - Library	01-170-5035	11.26
01/04/17	41142	Diamond Brooks Bottled W	13.32	Bulk Water - Admin	01-130-5035	13.32
01/04/17	41142	Diamond Brooks Bottled W	13.32	Bulk Water - Police	01-140-5035	13.32
01/04/17	41142	Diamond Brooks Bottled W	13.33	Bulk Water - Magistrate	01-150-5035	13.33
01/04/17	41142	Diamond Brooks Bottled W	13.33	Bulk Water - Library	01-170-5035	13.33
01/04/17	41142	Diamond Brooks Bottled W	8.20	Bulk Water - Admin	01-130-5035	8.20
01/04/17	41142	Diamond Brooks Bottled W	8.20	Bulk Water - Police	01-140-5035	8.20
01/04/17	41142	Diamond Brooks Bottled W	8.20	Bulk Water - Magistrate	01-150-5035	8.20
01/04/17	41142	Diamond Brooks Bottled W	8.20	Bulk Water - Library	01-170-5035	8.20
01/04/17	41142	Diamond Brooks Bottled W	12.30	Bulk Water - Admin	01-130-5035	12.30
01/04/17	41142	Diamond Brooks Bottled W	12.30	Bulk Water - Police	01-140-5035	12.30
01/04/17	41142	Diamond Brooks Bottled W	12.30	Bulk Water - Magistrate	01-150-5035	12.30
01/04/17	41142	Diamond Brooks Bottled W	12.30	Bulk Water - Library	01-170-5035	12.30
Total 41142:			180.40			
<b>41143</b>						
01/04/17	41143	Dollar General Corporation	50.00	Restitution PMT - Case CR20160069	01-000-4410	50.00
Total 41143:			50.00			
<b>41144</b>						
01/04/17	41144	Galls, An Aramark Compan	928.96	Uniforms for Explorers Program - Police	01-140-5019	928.96
Total 41144:			928.96			
<b>41145</b>						
01/04/17	41145	George Lische	500.00	Bond Refund- Case CR20160126	01-000-2211	500.00
Total 41145:			500.00			
<b>41146</b>						
01/04/17	41146	GovNet, Inc.	828.00	Internet Access - Library	01-170-5048	828.00
01/04/17	41146	GovNet, Inc.	138.00	Internet Access - Admin	01-130-5048	138.00
01/04/17	41146	GovNet, Inc.	138.00	Internet Access - Police	01-140-5048	138.00
01/04/17	41146	GovNet, Inc.	138.00	Internet Access - PW	03-220-5048	138.00
01/04/17	41146	GovNet, Inc.	69.00	Internet Access - WWTP	15-500-5048	69.00
01/04/17	41146	GovNet, Inc.	69.00	Internet Access - Water	16-550-5048	69.00
Total 41146:			1,380.00			
<b>41147</b>						
01/04/17	41147	Herbs Hardware, Inc.	89.58	Auto Supplies - PW	03-220-5025	89.58
01/04/17	41147	Herbs Hardware, Inc.	4.18	Supplies/hardware - Admin	01-130-5030	4.18

Check issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/04/17	41147	Herbs Hardware, Inc.	4.16	Supplies/hardware - Library	01-170-5022	4.16
01/04/17	41147	Herbs Hardware, Inc.	48.88	Supplies/hardware - Police	01-140-5022	48.88
01/04/17	41147	Herbs Hardware, Inc.	4.18	Supplies/hardware - Magistrate	01-150-5030	4.18
01/04/17	41147	Herbs Hardware, Inc.	28.47	Supplies/hardware - Parks	01-180-5022	28.47
01/04/17	41147	Herbs Hardware, Inc.	83.02	Supplies/hardware - WWTP	15-500-5022	83.02
01/04/17	41147	Herbs Hardware, Inc.	4.18	Supplies/hardware - WWTP	15-500-5030	4.18
01/04/17	41147	Herbs Hardware, Inc.	31.37	Measuring Tape - P&Z	01-160-5022	31.37
01/04/17	41147	Herbs Hardware, Inc.	76.22	Supplies/hardware - Water	16-550-5022	76.22
01/04/17	41147	Herbs Hardware, Inc.	4.65	Supplies/hardware - Water	16-550-5030	4.65
Total 41147:			378.89			
<b>41148</b>						
01/04/17	41148	Justin Keeling	162.00	Per Diem: Criminal Interdiction Trng	01-140-5043	162.00
Total 41148:			162.00			
<b>41149</b>						
01/04/17	41149	LHC Printing Plus, Inc.	108.83	Inspection Decals - P & Z	01-160-5022	108.83
Total 41149:			108.83			
<b>41150</b>						
01/04/17	41150	Mccarthy integrated Syste	740.02	De Nora Ejector for Water Plant	16-550-5091	740.02
01/04/17	41150	Mccarthy Integrated Syste	366.68	Motorized Ball Valve for Water Plant	16-550-5091	366.68
Total 41150:			1,106.70			
<b>41151</b>						
01/04/17	41151	Palo Verde - QTZ Times	147.84	4 ads - WW Plant Operator in PVT	15-500-5033	147.84
01/04/17	41151	Palo Verde - QTZ Times	117.78	2 ads - WW Plant Operator in Qtz Times	15-500-5033	117.78
Total 41151:			265.62			
<b>41152</b>						
01/04/17	41152	Palo Verde Valley Times	99.00	2 ads for Camel Express	01-230-5033	99.00
Total 41152:			99.00			
<b>41153</b>						
01/04/17	41153	Patricia Stuart	1,500.00	Bond Refund - Case CR20160121	01-000-2211	1,500.00
Total 41153:			1,500.00			
<b>41154</b>						
01/04/17	41154	Purchase Power	51.08	Postage Refill - Admin	01-130-5042	51.08
01/04/17	41154	Purchase Power	74.47	Postage Refill - P&Z	01-160-5042	74.47
01/04/17	41154	Purchase Power	6.74	Postage Refill - Police	01-140-5042	6.74
01/04/17	41154	Purchase Power	1.77	Postage Refill - Library	01-170-5042	1.77
01/04/17	41154	Purchase Power	15.25	Postage Refill - Court	01-150-5042	15.25
01/04/17	41154	Purchase Power	175.35	Postage Refill - WWTP	15-500-5042	175.35
01/04/17	41154	Purchase Power	175.36	Postage Refill - Water	16-550-5042	175.36
01/04/17	41154	Purchase Power	47.22	Postage Refill - Admin	01-130-5042	47.20
01/04/17	41154	Purchase Power	.50	Postage Refill - P&Z	01-160-5042	.50
01/04/17	41154	Purchase Power	15.41	Postage Refill - Police	01-140-5042	15.41
01/04/17	41154	Purchase Power	2.98	Postage Refill - Library	01-170-5042	2.98

Check issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/04/17	41154	Purchase Power	12.43	Postage Refill - Court	01-150-5042	12.43
01/04/17	41154	Purchase Power	210.74	Postage Refill - WWTP	15-500-5042	210.74
01/04/17	41154	Purchase Power	210.74	Postage Refill - Water	16-550-5042	210.74
Total 41154:			<u>1,000.02</u>			
<b>41155</b>						
01/04/17	41155	Quartzsite Cap & Embroide	39.64	Embroidered 6 shirts - Transit	01-230-5019	39.64
Total 41155:			<u>39.64</u>			
<b>41156</b>						
01/04/17	41156	Rayahana Relchley	250.00	Bond Return - Case CR20160103	01-000-2211	250.00
Total 41156:			<u>250.00</u>			
<b>41157</b>						
01/04/17	41157	River Septic LLC	4,500.00	WWTP Consulting Svcs - before contract	15-500-5032	4,500.00
01/04/17	41157	River Septic LLC	2,794.84	WWTP Consulting Svcs - Nov with contract	15-500-5032	2,794.84
01/04/17	41157	River Septic LLC	10,480.00	WWTP Consulting Svcs - Dec 2016	15-500-5032	10,480.00
Total 41157:			<u>17,774.64</u>			
<b>41158</b>						
01/04/17	41158	Road Runner Sanitary Sup	22.49	Janitorial Supplies - Admin	01-130-5034	22.49
01/04/17	41158	Road Runner Sanitary Sup	22.49	Janitorial Supplies - Magistrate	01-150-5034	22.49
01/04/17	41158	Road Runner Sanitary Sup	22.49	Janitorial Supplies - Library	01-170-5034	22.49
01/04/17	41158	Road Runner Sanitary Sup	22.49	Janitorial Supplies - WWTP	15-500-5034	22.49
01/04/17	41158	Road Runner Sanitary Sup	22.49	Janitorial Supplies - Water	16-550-5034	22.49
01/04/17	41158	Road Runner Sanitary Sup	148.98	Janitorial Supplies - Park	01-180-5034	148.98
Total 41158:			<u>261.43</u>			
<b>41159</b>						
01/04/17	41159	Safety-Kleen Systems, Inc.	387.18	Solvent Cleaner Svcs - PW	03-220-5035	387.18
Total 41159:			<u>387.18</u>			
<b>41160</b>						
01/04/17	41160	Universal Police Supply Co	266.04	Duty Gear - M. Lancaster	01-140-5019	266.04
Total 41160:			<u>266.04</u>			
<b>41161</b>						
01/04/17	41161	Vision Service Plan	355.41	Employee Payroll Deduction - Jan 2017	01-000-2209	355.41
Total 41161:			<u>355.41</u>			
<b>41162</b>						
01/04/17	41162	Arizona State Treasurer	3,048.00	Fees Collected for October 2016	01-000-2212	3,048.00
Total 41162:			<u>3,048.00</u>			
<b>41163</b>						
01/04/17	41163	Colby & Powell, PLC	12,500.00	Final Pmt - Financial Audit Preparation	01-130-5032	12,500.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 41163:			12,500.00			
<b>41164</b>						
01/04/17	41164	Legend Technical Services	87.00	Laboratory Services - Sewer	15-500-5039	87.00
01/04/17	41164	Legend Technical Services	40.00	Laboratory Services - Water	16-550-5039	40.00
Total 41164:			127.00			
Grand Totals:			82,616.50			
Grand Totals:			82,616.50	82,616.48-		.02

Report Criteria:

Report type: GL detail

Check.Check Number = 41130-41164



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, January 10, 2017

- Agenda Item:**           **MINUTES** – Consider approval of the minutes of the Town Council Regular Meeting of December 27, 2016, the Special Meeting of December 30, 2016 at 2:10 p.m., and the Special Meeting of December 30, 2016 at 3:10 p.m.
- 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 Town Council Regular Meeting of December 27, 2016, the Special Meeting of December 30, 2016 at 2:10 p.m., and the Special Meeting of December 30, 2016 at 3:10 p.m.
- Action Requested:**     **Motion to approve the Minutes of the Town Council Regular Meeting of December 27, 2016, the Special Meeting of December 30, 2016 at 2:10 p.m., and the Special Meeting of December 30, 2016 at 3:10 p.m.**

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, DECEMBER 27, 2016, 7:00 PM**

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

The Mayor called the meeting to order at 7:00 p.m.

**INVOCATION:** Given by Pastor Bruce Swart.

**PLEDGE OF ALLEGIANCE:** Mayor Simpson asked that everyone join him in the Pledge of Allegiance.

**ROLL CALL:**

**Present:** Mayor Simpson, Vice Mayor Warner, Council Member Kelley, Council Member Schue, Council Member BearCat, Council Member Kinkade, Council Member Davidson.

**STAFF PRESENT:** Jim Ferguson, Town Manager; Gary Verburg, Attorney; Tina Abriani, Town Clerk

**ANNOUNCEMENTS:**

Town Manager Ferguson introduced Gary Verburg, an attorney from Gust Rosenfeld, the same firm as Town Attorney Susan Goodwin. Town Attorney Goodwin could not attend the meeting and asked Mr. Verburg to attend in her stead.

**PUBLIC HEARING:**

- 1. LIQUOR LICENSE PUBLIC HEARING - Conduct hearing and consider recommending approval to the Arizona Department of Liquor Licenses and Control of three applications for Special Event Licenses for VFW Post 769. The Special Events will take place at the Main Event Showplace, located at 480 S. Quartzsite Blvd., Quartzsite, AZ, from December 30, 2016 to December 31, 2016, January 13, 2017 through January 15, 2017, and January 27, 2017 to January 28, 2017.**

Dennis Dole, Quartermaster Adjutant of VFW Post 769, said he submitted the permit applications for the Town's approval.

Vice Mayor Warner asked Mr. Dole to tell the Council exactly what the three events were.

Mr. Dole said they are basically fund raisers for the Veterans of Foreign Wars. He explained that the Post has been fighting property tax in La Paz County for years. He

said that this last year they were hit with an unexpected \$10,000 property tax bill that took all the VFW Post's operating capital for the summer. Mr. Dole said the VFW Post would have various events to help pay the property tax, so that it may start putting money back into the community where it belongs.

Council Member BearCat asked about the first application for December 31, 2016, and said it was her understanding that there needs to be a ten-day period once applications are sent into the Liquor Board. She asked Mr. Dole to explain to the Council how he was going to achieve getting the approval and getting it paid in time for the event.

Mr. Dole explained that last year he hand-carried one into Arizona Department of Liquor Licenses and Control, with the approval of the Council, and fifteen minutes later they handed him the permit. He said he did not expect it to be different this year; noting it was a ten-day waiting period if you mail it in. Mr. Dole stated that if the VFW Post did not get a permit in time, then there would not be an event that the VFW would be involved in on that weekend.

**Council Member Davidson moved to approve the liquor license for Item 1 as read, and Council Member Kinkade seconded the motion. The vote was unanimous. Motion Carried.**

Mr. Dole apologized for his asking for clarification, as there were three applications and he thought only one application was approved to go to the Arizona Department of Liquor Licenses and Control.

Council Member Davidson responded that the motion was for all three applications.

#### **ADMINISTRATIVE ITEMS:**

- 2. LEDGER OF ACCOUNTS PAID - Consider approval of check series 41054-41056, 41069-41108, and 41118-41123 totaling \$73,101.02.**

Council Member BearCat asked Town Manager Ferguson for an explanation for check number 41076, made payable to the Bureau of Land Management (BLM).

Town Manager Ferguson said the Town has a couple of leases of property that are for Town right-of-ways across from BLM property. He explained that he and staff had been trying to get information specifically on those right-of-ways. He said the Town has had this lease for a long time, and he had made a request of BLM for more information.

**Council Member Schue moved to approve Item 2, consider approval of check series 41054-41056, 41069-41108, and 41118-41123 totaling \$73,101.02, with the exception of check number 41076, and Vice Mayor Warner seconded. The vote was unanimous. Motion Carried.**

Town Manager Ferguson said he would get more information for the Council on the payment for the right-of-way that the Town has from the BLM.

**3. MINUTES – Consider approval of the minutes of the Town Council Special Meeting of December 5, 2016, the Regular Meeting of December 13, 2016, and the Special Meeting of December 20, 2016.**

Mayor Simpson said the Council needed an explanation of what was going on with Agenda Item 3. He said the original draft minutes of the December 20, 2016 Special Meeting were revised to better reflect the intent of the motion needed for the agenda item (regarding the Town's land sale to Ed Options).

Mayor Simpson said the minutes should be a reflection of the actual discussion occurring on an item. He said he requested that the original draft minutes of the Special Council Meeting of December 20, 2016, be the minutes the Council considers for approval rather than the revised draft minutes.

The Mayor said the two most important things needed in this community are trust and truth. He said the Council needed to bring the community along with them as they reevaluate the municipal government in Quartzsite.

Vice Mayor Warner explained that some verbiage was deleted and some verbiage was added to make it more clear to the title company.

Town Manager Ferguson said, for clarification, the action that was taken by the Council on December 20, 2016, was fine. He explained that the revised draft minutes did not reflect the entire discussion, and in the interests of full disclosure, the original draft minutes may be more appropriate.

Vice Mayor Warner asked if the original draft minutes were sufficient for the title company and Town Manager Ferguson replied that they were. He further explained that the Town Attorney made the revisions only because she felt the original draft minutes contained excess verbiage.

Council Member BearCat said that she thought the issue was having the minutes changed and the Council's words changed. She expressed her concern that in the future when someone looks it up, he or she will see someone else's words.

Town Manager Ferguson said he and Attorney Verburg agreed that the language, as far as the Council's action, is acceptable. He said the Council could accept the initial draft minutes so that it does reflect everything that was said, if they wanted to.

The Mayor asked how such a motion might be worded.

Attorney Verburg replied that a motion to the effect that the Council is adopting the minutes as initially drafted for the Special Meeting of December 20, 2016, would be acceptable.

Mayor Simpson called for a motion on the minutes of the Special Meeting of December 5, 2016, and the Regular Meeting of December 13, 2016.

**Vice Mayor Warner moved** to consider the approval of the minutes of the Town Council Special Meeting of December 5, 2016, and the Regular Meeting of December 13, 2016. **Council Member Davidson seconded** the motion. The vote was unanimous. **Motion Carried.**

Mayor Simpson called for a motion for the December 20, 2016 Special Meeting minutes with the wording that the Council is approving the original draft minutes.

**Vice Mayor Warner moved** to consider the approval of the minutes using the initially drafted minutes of the Special Meeting of December 20, 2016. **Council Member BearCat seconded** the motion. The vote was unanimous. **Motion Carried.**

#### **4. CHIEF PONCE REPORT ON BREAK-INS.**

Chief William Ponce gave a report on the recent burglaries and vehicle break-ins that took place in business locations in the month of December. Two occurred at night and one in the daylight hours. He explained there have been 'smash and grabs' on vehicles in which the perpetrators take whatever is in sight such as purses, iPads, and cell phones.

He said he had been issuing Press Releases, Public Service Announcements, and Facebook to warn the public and to advise them how to protect themselves and their property. He asked that everyone report suspicious activity, either to the Police Department or by calling 911. He suggested precautionary measures such as not leaving keys in vehicles, locking doors, and keeping belongings in vehicles out of sight.

Council Member Davidson told Chief Ponce to keep up the good work.

Pastor Bruce said the owner of the business that had the ATM machine stolen had nothing but praise for the Police Department and the way they handled the situation with professionalism and the immediacy with which they arrived.

#### **5. DEVELOP PROCESS FOR ACQUIRING NEW BOARD MEMBERS.**

Mayor Simpson said the Council is looking at how best to fill the vacancies. He said what had been done in the past had not necessarily resulted in very many new applicants. He said the Town is ending up with the same people in many instances reapplying and staffing the same boards over and over again. He said the Council was looking at how to encourage new people to apply for these boards and commissions.

Council Member Schue said we all need volunteers. He said most of all, people that are here all year around are needed. He said he was sure there were a lot of snowbirds out there that would like to have that position, but it is somewhat inconvenient. He said he would like to have residents of Quartzsite be on the Town boards.

Mayor Simpson said he knew several types of advertising had been done in the past, which had resulted in some action, but not as much as the Council would like. Mayor Simpson said the Town had a lot of committees and commissions where the Town is not putting anyone in the pipeline. He said the older generations are retiring and there are no new people that know what the actions of those committees are, and in fact, part of reviewing these committees and commissions is looking at the mission statements and what the functions of those committees and commissions really are. He said perhaps the Town could attract more people if the Council could revisit the structure of those committees and what their missions are.

Council Member BearCat said there could be a Town meeting focused on the community, but getting the people together to let them know the Town needs these things sometimes gets better results as well as putting them on the different social medias and the newspaper. She said it would be a constant job to do that. She said she would like to see Town Hall meetings reestablished where the Council Members and Police Department could talk to the people. Council Member BearCat said that seemed to be a good way to communicate with the community, and now especially, because some of the people that live here but are gone for the summers are back. She agreed that the Council needs to look at all of their committees and evaluate each one.

Vice Mayor Warner asked if full-time residency were required because the Council would be restricting itself in that regard if it were required. She said they should at least be a property owner, but would not necessarily have to be a full-time resident. She asked if any residency requirement were made clear in the mission statements or applications for these things. She said she was concerned that people may have the idea that unless you live in Quartzsite full-time, you cannot be on a board.

Mayor Simpson said he had past experience on the Planning and Zoning Commission when there were problems with making a quorum because of absentee Commission Members. He said that is one of the problems that the Council might have with using many of the part-timers, so the number of part-timers should be limited.

Council Member Kelley asked if there was any reason members could not phone in.

Attorney Verbung said they could phone in if that is something they are willing to do.

Mayor Simpson said there is only one phone, so that would be a one-member maximum.

Vice Mayor Warner said if there is trouble making a quorum, maybe the Council needs to reduce the number of members on the boards for a better chance of making a quorum, especially on some of the more important boards.

Mayor Simpson opened the agenda item to the public.

Shanana Rain Golden-bear said if the Council is going to look at changing the members on each board, every single board would have to go before the Council and the Town Code would have to be changed. She suggested using the Town's Facebook page to educate the public more about what the boards are doing. She said someone could post to the Facebook page once every so often. She explained that the Facebook page would have a little bit of information about what each board does and if it comes from the Town, then it is easy to share. She said the Town could use her paper to advertise the need for volunteers for the boards.

Shanana Rain Golden-bear offered the Mayor's Corner part of her paper, for free, to Mayor Simpson. She said it was a standing invitation to the Mayors of Quartzsite.

Richard Thompson said he is on a couple of the boards. He ventured to say that 90% of the residents are not interested in what is going on. He suggested that something be used to attract their attention, and generate interest in the people to respond and get involved with the boards. He commented that some people do not use or know about Facebook. He said there needed to be a weekly or monthly report that explains more information about what the boards do in simple language.

Dennis Kuehl said the Council wanted to develop a process for acquiring, and he thought they should include maintaining with the acquiring process. He said there are board members that are absent 40% of the time. He said his thinking is that if a board member misses more than x number of meetings, it is obvious that the board member does not want to be involved, so he or she should get dis-involved. He said that is not fair to those who are really participating. He said he recommended that if board members were going to be acquired, they should be maintained, and some criteria should be established to allow for enforcement of attendance rules.

Bruce Swart, Chairman of the Mt. Jolly Cemetery Board, said the Board has a policy by which, if a Board Member misses so many meetings, Chairman Swart sends a letter out informing the Board Member that he or she will no longer be on the Board if he or she continues to miss that many meetings. He said sometimes that letter results in better attendance by the Board Member. Mr. Swart said it would be nice to show appreciation of the committees that are doing work in Quartzsite, because there is not a whole lot being said unless it is negative. He said people might be more interested if they are shown appreciation.

Mayor Simpson said he had not heard of any award ceremonies in recognition of service in the committees.

Monica Timberlake said the Health and Development Services Board has had a Volunteer of the Year Award program for two years. She explained the community members nominate whomever they wish, committee members or others for the award; she said they are definitely able to be recognized through that means. She said she chairs two of the Town boards, the Health and Development Services Board and the Parks and Recreation Board. She said the feeling that she and other board members get sometimes is that they do this work and it is sometimes taken to the Council, and

the Council does whatever it wants. She said board members feel like their opinions and work should matter, but they feel like it does not.

Monica Timberlake said the boards used to review the applications for new board members and the boards would take their recommendations to the Council for review and possible approval. She said people are getting frustrated over this and are leaving because they do not feel appreciated. Ms. Timberlake said Rain applied for the Health and Development Services Board, but because she would not meet solely with Mayor Foster, her application was not brought before the Council.

Dan Heaton said the idea of having only one phone is very interesting. He asked if that could be worked on to accommodate those board members that may be gone for the summer.

Town Manager Ferguson said he would check on prices for additional phone lines.

Mr. Heaton said that while reviewing some older minutes he found a term 'going dark' relative to people not being in the Town area during the summer months. He asked for comment on that term.

Mayor Simpson said that term was primarily used by organizations where the by-laws tell you twenty-four meetings per year and one general membership meeting. He said it would specify the number of meetings and the meetings could be rescheduled to leave a couple of months dark, meaning no meetings being attended during that time.

Mr. Heaton said almost everyone gets a utility bill and suggested that the bill be used for advertising the need for board members. He also noted that he liked the idea of an open house.

Pastor Bruce Swart, of the Hi Jolly Cemetery Board, said the Board had agreed over the last few years to go dark for three months. When something important comes up that needs to be handled, the Board does have a meeting to take care of it. He said he serves on two boards with WACOG and quite often, they have a telephone conference meeting in which they use a toll-free number that only requires one phone line, to call in and it costs him nothing.

Mayor Simpson that would be good if the Board were not subject to the Open Meeting Law, where people have the right to attend and witness the meeting.

Marilyn McFate said she has been on the Board of Adjustment since the Town was incorporated. She explained that those Board members needed to keep up with the laws constantly every year to know how to judge anything. She said she did not know if there was still a Town Board of Adjustment and if she was still on it or not. She said board work is for the benefit of the whole area, doing a special job for all the people and no one says thank-you. She said the communication factor seems to be the biggest factor in the Town.

Mayor Simpson said perhaps if the Town had something public stating who all the members are of all the committees, what they are working on, and their mission statement, it would help. He said he also thought for the Council to stay abreast of what is happening on these different committees, the committee chairs should come to a Council meeting at least a couple times a year to bring the Council up to date on what they are working on and what is happening on that committee or commission.

Council Member BearCat said she would like to have reports from committees added to the Council agenda. She explained she would like to have one committee at each Council meeting to report on what they have been doing, and to rotate through all the committees over time.

Town Manager Ferguson said it is important to define properly what the boards' duties are because some resolutions creating the boards are vague. He said the resolutions should be redone and then the public should be educated about the boards to provide the community members opportunities to participate in a meaningful way.

Mayor Simpson said the Council may need to revisit this matter a few more times and in a public forum specific to this item.

Vice Mayor Warner asked why the matter of the six board members with expired terms had to wait for so long to be reviewed by the Council.

Town Manager Ferguson said the board members that have expired terms and requested to be reappointed have stayed on and continued to serve on their respective boards. He explained this Council and the previous Council had been made aware in the last four months that there are openings, and he tried to make the public aware of the vacancies on the boards. Town Manager Ferguson said there had been very little response, and either reappointing or replacing has been a question. The previous process was for a select individual to make most of the decisions as to how these names would be brought forward.

Mayor Simpson said he did not believe the item was ready for action and needed to be continued to a later date when the Council received some of the information and goes public with it.

**6. BOARD MEMBER RENEWAL - Consider the reappointment of a Director of the Municipal Property Corporation, the MPC. The term of Shaneen Bergette expired June 1, 2016. The new term would expire June 1, 2019.**

The Mayor said to hold off on the board member renewal items, Items 6, 7, 8, and 9, until a new process has been established and hopefully attract some new people. He said it would be nice not to overload the worker bees the boards do have and try to get some new people on the boards, too. He explained that to keep renewing sounds like Congress all over again with members sitting there thirty plus years. He said the Town needs to get some fresh people and new ideas. He said change is happening and we need new people to work with the existing people.

**Council Member Davidson** moved to delay Items 6 through 9, and **Vice Mayor Warner** seconded the motion.

Attorney Gary Verburg advised the Council there are two types of motion; one is to continue to a date specific, and the other is to table it, which is an indefinite continuance.

**Council Member Davidson** said he moved to continue the items indefinitely and **Vice Mayor Warner** seconded the motion to continue the items indefinitely.

Council Member BearCat said she did not think the continuance should be indefinite. She said the Council needs to have staff work with the attorney and come up with a plan of how to go about doing the boards and getting the things done. She said she would like to see something back from the staff within a maximum of three months to revisit these items.

Council Member Davidson said he would like to see some results of the staff's work on the boards at the earliest possible convenience.

Town Manager Ferguson said some revision of the resolutions would require interaction with the Council. He said part of the steps to be taken would be staff steps and others would be Council steps. He suggested using the boards and commissions to help with some of that language because they are the ones that have been doing it. He said let us talk with them and get their input. He said a month and a half or two months would be required before he could bring the matter back for action. Town Manager Ferguson said three months should be sufficient.

There was discussion regarding bringing the matter back to the Council in three months and the Council's ability to table it again, if necessary.

**Vice Mayor Warner** withdrew her second.

Mayor Simpson said this is some of the process where we see some of these things have been vacant for six months or a year. He said more and more is uncovered that needs to be done before the Council is at the step to appoint members. He asked that the matter be delayed no longer than necessary.

Town Manager Ferguson said given the time needed for interaction with the committees and boards, providing them an opportunity for input, and afterward, the Council making the changes needed, followed by the Council's adoption of the new procedures, three months should be enough.

**Council Member Davidson** moved to postpone Items 6 through 9 until the second meeting in March. **Vice Mayor Warner** seconded the motion.

Shanana Rain Golden-bear shared her concern about delaying the appointments of people whose terms expired in December of last year, January of this year, June of this year, and March. She said these people are serving on the Council's boards, providing service to the community. She said that by delaying their reappointment, it is like, "Yeah, well, whatever." Rain said that is not sending a good message to the people who will still be serving on the Council's boards without being reappointed. She asked the Council Members to think about the message that they are sending. She said these people are already serving unofficially, because they have not been reappointed, yet. Rain asked the Council Members how it would make them feel if they were on a board, came up for reappointment and the Council said they would talk about it in three months. She further explained that for some, it has already been a year and that service has not been recognized.

Dan Heaton said while the attorney is present he would like to know if the membership of the volunteers with expired terms have been invalidated in any way. He also asked if the board decisions that are being made are consistent with the Open Meeting Law. He explained he had these questions as they relate to not appointing these people and letting them sit on the boards and be in limbo, not knowing whether they are even going to be reappointed.

Monica Timberlake, Committee Member, said she believed the wording on her committee regarding reappointment was the expiration date, or until a suitable replacement could be found. For that reason, she said she did not believe any of their actions were invalidated. She said it almost feels like the Council has all of these members of our community who are serving the community, and it is, 'yeah, great, we want to see if somebody else better comes along, then we will decide whether we are going to reappoint you or not.' She said it really is a bitter pill to swallow for people that are already giving of their time to be part of these boards.

The Mayor said there was a motion and a second and asked Council Member Davidson to restate the motion.

**Council Member Davidson restated that he moved that the Council postpone Items 6 through 9 until the second meeting in March. Vice Mayor Warner seconded the motion. The vote was unanimous. Motion Carried.**

- 7. BOARD MEMBER RENEWAL - Consider the reappointment of Sandy Scott to the Hi Jolly Cemetery Board. The term of Sandy Scott expired December 1, 2015. The new term would expire December 1, 2019.**

*See Item 6 (Council Member Davidson restated that he moved that the Council postpone Items 6 through 9 until the second meeting in March. Vice Mayor Warner seconded the motion. The vote was unanimous. Motion Carried.)*

- 8. COMMITTEE MEMBER RENEWAL - Consider the reappointment of John (Jack) Brown to the Municipal Utility Administrative Committee, MUAC,**

whose term expired in January 2016. The new term would expire in January 2019.

*See Item 6 (Council Member Davidson restated that he moved that the Council postpone Items 6 through 9 until the second meeting in March. Vice Mayor Warner seconded the motion. The vote was unanimous. Motion Carried.)*

9. **COMMISSION MEMBER RENEWALS - Consider the reappointment of Jim Murphy, Jesse Hearne and Dennis Kuehl to the Planning & Zoning Commission. Their terms expired March 1, 2016. The new terms would expire March 1, 2019.**

*See Item 6 (Council Member Davidson restated that he moved that the Council postpone Items 6 through 9 until the second meeting in March. Vice Mayor Warner seconded the motion. The vote was unanimous. Motion Carried.)*

10. **TOWN CODE SECTION 3-2-5-A CONCERNING TOWN ATTORNEY ATTENDANCE AT MEETINGS – Consideration of change to the Town Code by ordinance.**

Council Member Davidson read Town Code Section 3-2-5-A, "The Town Attorney shall attend all Council meetings to advise the Council on legal issues and serve as Town parliamentarian." Council Member Davidson said he would like to see it contain the words 'shall attend all Council meetings at the discretion of the Town Manager,' if possible.

Attorney Verburg said the Council could certainly decide to do that.

Mayor Simpson said meetings dealing with legal issues and the possible need for direction, were reasons why the Council has an attorney present. He said leaving the attorney's presence at the discretion of the Town Manager, after his review of the agenda, may be an improvement.

Council Member BearCat said it was not on the agenda to alter Section 3-2-5-A of the Town Code. She said the Town Attorney would need to appoint someone in her stead if she could not be at the meeting, either in person or by phone, because the current Town Code states the Town Attorney 'shall be at all of the meetings'.

Council Member Davidson said he had suggested that Section 3-2-5-A of the Code be changed.

Attorney Verburg said he did not interpret Council Member Davidson's suggestion as a motion.

Vice Mayor Warner said the referenced Section of the Town Code should include, 'the Town Attorney or his or her representative shall attend' rather than just the Town Attorney.

Attorney Verburg said he did speak to Town Attorney Goodwin regarding this agenda item and she said it was the Council's choice whether to require an attorney's attendance or not.

There was a discussion regarding the Council Action box next to each agenda item.

Vice Mayor Warner said because this agenda item was for discussion, the box should not include the possibility for action. She said the list in the Council Action box should be pared down to what is applicable and expected for each agenda item.

Attorney Verburg said the Council action to be contemplated is the direction given to staff. He asked if the Council wanted staff to bring back an ordinance with proposed change or amendment, or if they wanted to keep it the way it is. He explained that the action is really to give direction.

Council Member Davidson said he would like to see action to come back to the Council at the next meeting so the Council can act on the Town Code.

Mayor Simpson provided direction to the Town Manager to look at language to add telephonic attendance and to provide for a designee of the Town Attorney to replace him or her.

Vice Mayor Warner said since some Council Members felt the Town Manager should have some input, perhaps language could be added to allow the Town Manager to decide if matters required in-person attendance or if attendance by phone would be adequate.

Council Member Davidson added, 'or not at all' to Vice Mayor Warner's suggestion, indicating the Town Manager could decide that the Town Attorney's presence was not necessary for a particular meeting.

Shanana Rain Golden-bear said the way the agenda reads right now, every single item starts with consider, every single item does have Council action and direction. She spoke of the Town Attorney's attendance by phone as being acceptable as the Town Code is now.

There was a discussion regarding whether the Town hired Town Attorney Goodwin or the firm she currently works for, Gust Rosenfeld. Vice Mayor Warner explained the Town hired Ms. Goodwin and not the firm and Attorney Verburg said she was correct.

Mayor Simpson asked if the League had recommendations about the matter.

Town Manager Ferguson said he did not know if the League would like to advise as they would say it is up to the Council.

Mayor Simpson stated what the Council decided; that is, 'shall' is to remain in the Town Code regarding the Town Attorney's attendance, and allowing a designee or telephonic attendance may be added although not needed, but it certainly would not hurt anything for clarification.

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

Pastor Bruce Swart with the First Assembly of God Church said for the last several years, the Church has hosted a free concert to honor Veterans, past military, the Fire Department, the Police Department, paramedic personnel, the Town Council and the employees of Quartzsite. He invited them again this year. It will be Saturday, January 7, 2017, at 6:30 p.m. at the Church. He said that the First Assembly of God Church would like to honor the people that serve them.

**11. FUTURE AGENDA ITEMS – Direction to staff regarding future agenda items.**

Council Member BearCat said the signage still needs to go up for the speed and the shoulders

Town Manger Ferguson said he would have the Police Department give a presentation to get a better understanding of where the Council might go from there.

Council Member BearCat said she would like to place on the agenda the modification of the agenda to have the boards do reports.

Vice Mayor Warner said she would like to see an update on the field trip to the Wastewater Treatment plant.

Town Manager Ferguson said at this point in time, he and the gentleman that will provide information during the field trip are trying to schedule it for the second meeting in January.

Vice Mayor Warner asked Town Manager Ferguson if it was correct that sometime in January or February the quarterly reports from Finance and the other department heads would be presented.

Town Manager Ferguson said he planned for one department head to present their quarterly report at each regular Council Meeting, one at a time.

Vice Mayor Warner said that was fine.

Council Member BearCat would like there to be an agenda item to schedule the open house or Town Hall meeting for the public to attend.

Vice Mayor Warner asked for the next agenda to list an item regarding the HAWK System. She would like to know when it is scheduled to begin.

Town Manager Ferguson said the bid opening on the HAWK System Project is approximately one and one-half weeks away, which means the project may start the first part of February.

Mayor Simpson said at some point the Council needs to readdress the agenda with all of the items that have the list of Council Actions, to determine which of the items from the boilerplate are necessary, or look at how to restrict discussion only items when it clearly says allowing for an action on that item.

Town Manager Ferguson said he thought that if the word 'action' were considered in the broader context, we are still all right because the Council is not necessarily approving or disapproving each agenda item, but could take action to give guidance to the staff.

Town Manager Ferguson said the agenda item language is the guiding determination for how to use the list in the box in the Council Action column.

Dan Heaton said he would like to see the Council reevaluate the movement of the Call to the Public and place it back to the first part of the meeting. He explained a gentleman waited one and one-half hours to present information about a free concert. He said he was wondering how many people that have information that would be of interest to the Town and the Council would be a little bit put off and maybe even leave the meeting.

Council Member Davidson said he agreed with that.

Attorney Verburg said he would look at the placement of the Call to the Public in the Town Code and bring it back to the Council to vote on it.

## **COMMUNICATIONS:**

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

Mayor Simpson said the Council is trying to stick to permissive instead of restrictive. He said when the Council goes forward with any of this, they want to include the public and do it one time and do it right one time. He explained that the Council did not want to have to keep revisiting these matters. He said he wanted to have the people participating and get more people involved to help the Council.

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

Council Member BearCat told everyone to have a safe and sane New Year's and to enjoy the events that are planned and to be safe so everyone can come back.

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

Town Manager Ferguson gave an accolade to Rosa Santos, Recreation Coordinator, as part of Vice Mayor Warner's request for employee recognition when appropriate.

Town Manager Ferguson said Mrs. Santos recently coordinated the new electronic key code system that was installed at the Community Center. He explained that it provides enhanced security and Community Center availability, as well as some protection from theft. Mrs. Santos took it upon herself to learn the system and get through the technical issues by working with IT folks. Mr. Ferguson said she really went overboard to do the job and put in place a system that makes it much easier for citizens to the Community Center.

The Mayor said having no further business come before this Council, we are adjourned.

**ADJOURNMENT:** 8:47 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of December 27, 2016, of the Town Council of Quartzsite, Arizona, held on December 27, 2016.

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

DATED this 10<sup>th</sup> day of January 2017

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Norm Simpson, Mayor

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**FRIDAY, DECEMBER 30, 2016, 2:10 PM**

**CALL TO ORDER:** 2:10 p.m.

Mayor Simpson called the meeting to order at 2:10 p.m.

**INVOCATION:** None.

**PLEDGE OF ALLEGIANCE:** Led by Mayor Simpson.

**ROLL CALL:**

**Present:** Mayor Simpson, Vice Mayor Warner, Council Member Kelley, Council Member BearCat, Council Member Kinkade, Council Member Davidson.

**Absent:** Council Member Schue.

**STAFF PRESENT:** Jim Ferguson, Town Manager; Susan Goodwin, Town Attorney attended by phone; Tina Abriani, Town Clerk

**ANNOUNCEMENTS:** None.

**PUBLIC HEARING:**

1. **LIQUOR LICENSE PUBLIC HEARING** – Conduct hearing and consider recommending approval to the Arizona Department of Liquor Licenses and Control of an application for a Special Event License for the Quartzsite Chamber of Commerce and Tourism. The Special Event will take place at the Main Event Showplace, located at 480 S. Quartzsite Blvd., Quartzsite, AZ, on December 31, 2016.

Mayor Simpson said we have a conflict in wording between two documents, the agenda and the application. Mayor Simpson asked Town Attorney Goodwin if she was aware of that.

Town Attorney Goodwin replied she was not aware and that she only had the agenda. Mayor Simpson explained that the agenda specifies only the thirty-first and the application shows December 30<sup>th</sup> and 31<sup>st</sup>. He said what we have is, in preparing two agendas, both of them have the December 31<sup>st</sup> date on them, and there could have been a conflict or misunderstanding from the fireworks item in our 3:10 p.m. meeting. Mayor Simpson said somehow the December 30<sup>th</sup> was not on the agenda but is on the application. He said his question would be can we amend this by the Council.

Town Attorney Goodwin replied no and explained that it takes twenty-four hours to post the agenda. She said she did not have a solution for this. She asked if the applicants

were planning to hold an event tonight. Vice Mayor Warner said yes, it was supposed to start at 6:00 p.m.

Town Attorney Goodwin said that if the Council took action on something that was not on the agenda, it would not be valid. She explained that the Council would not be taking final action, but would be recommending it. She said the agenda could recommend the application for approval for December 31<sup>st</sup>, but the Liquor Board is likely to grant it for the 30<sup>th</sup> and the 31<sup>st</sup>. Town Attorney Goodwin said the Council is limited to recommending approval for December 31<sup>st</sup>.

Council Member Kelley asked when it was decided by the show presenter to hold this event.

Steve Poole, owner of the Main Event, responded that it was about twelve months ago.

Council Member Kelley asked why he waited until this month to come to the Council with the application.

Steve Poole explained that he had been working with the VFW for months regarding the application. He said the representative of the VFW Post thought everything was fine until he went to turn in the application to the Liquor Board and learned that the VFW Post had already used up their ten days for Special Event permits for the year of 2016.

Council Member Kelley said it was cutting it pretty close.

Steve Poole said that in the future he would get a signed statement from any organization he does business with in the same regard.

Mayor Simpson opened the public hearing, and asked if there was anyone from the public that would like to speak.

Philip Cushman, President of the Quartzsite Area Chamber of Commerce and Tourism, thanked everyone for coming in to help one of our business owners. He said that before every one of the Area Chamber's meetings, he always asks if there is a business in distress. He explained that when the Area Chamber learned of this issue, yesterday at about 11:00 a.m., they had to demonstrate that the Area Chamber supports the businesses in Town. Mr. Cushman said it was the first time the Area Chamber ever did a Special Event request. He said they did a lot of research about how the process works, and is something the Area Chamber will be using more often as a fund raiser activity. He said the Area Chamber would not make a practice of handling the events at the last minute.

Mr. Cushman said this is good for the community. He said Mr. Poole is advocating a lot of off-road activities here and targeting a younger crowd during this event. Mr. Cushman explained that the Town would see the benefits of this in the future. He thanked the Council for meeting and coming in to consider the request.

Monica Timberlake said she sits on the Board of Directors for the Quartzsite Area Chamber of Commerce and Tourism. She said this was not an issue that came before the Area Chamber as a whole. She said it was an executive decision on the part of President Phil Cushman, so the whole Area Chamber had not weighed in on it.

Monica Timberlake said she was not in favor of supporting an event that happens this quickly because there is a reason for those timelines to make sure everything is lined up. She said she was a little nervous about taking on the liability of something like this. She said the Area Chamber is responsible for security and anything that happens with their name attached to that liquor license.

There was discussion that Philip Cushman, the named applicant on the application, could not, as an individual, obtain a liquor permit because only a non-profit organization may be granted a permit from the Arizona Department of Liquor Licenses and Control.

Philip Cushman addressed the concern by explaining that officers of institutions, under Arizona corporation law, have broad authority to bind a corporation. He said, in this case, he is binding the corporation to support this particular endeavor. Further, he said there were two Board Members that were adamantly against this, and that was duly noted; but, the majority of the Board, even though they did not have an official vote and there was no time for a formal meeting, did make an executive decision to support a business in distress.

Council Member BearCat said in the laws it talks about where the liquor will be purchased, the servers, and so on. She asked if the applicant had that covered, the legal servers and signage that needs to be placed.

Philip Cushman said according to the liquor laws, there is training that has to be provided to the bartenders, the servers, and anyone associated with the event. He explained there is a two-page document that instructs you to serve people that are twenty-one and older after they show identification. He said there are certain signs that must be up, and again, those are requirements within the written agreement, under the terms of the agreement, now before the Council, that come directly from the website that says what a Special Event has to have on site.

Council Member BearCat asked if those requirements were in place.

Mr. Cushman replied that he had not inspected them personally, but having all of the requirements already in place is one of the conditions that must be met before the Area Chamber will even serve alcohol.

Council Member BearCat asked Steve Poole if the requirements were in place, or are lined up to be in place.

Mr. Poole responded that they have them lined up to be in place per the Quartzsite Area Chamber and Philip Cushman.

Council Member BearCat asked if that was all the requirements, including the servers.

Mr. Poole replied yes.

Council Member Davidson asked for a roll call vote on the agenda item.

Mayor Simpson closed the public portion of the public hearing.

**Vice Mayor Warner moved** to recommend approval to the Arizona of Department of Liquor Licenses and Control for the application of the Special Event license for the Quartzsite Area Chamber of Commerce and Tourism to be held on December 31<sup>st</sup>. **Council Member Kinkade seconded** the motion.

**Roll Call Vote:** Motion Carried by unanimous roll call vote (summary: Yes = 6).  
**Yes:** Mayor Simpson, Vice Mayor Warner, Council Member Kelley, Council Member BearCat, Council Member Kinkade, Council Member Davidson.

Mayor Simpson said having no other business on the agenda, we are hereby adjourned.

**CALL TO THE PUBLIC:**

2. **FUTURE AGENDA ITEMS** – Direction to staff regarding future agenda items.
3. **Reports from the MAYOR on current events.**
4. **Reports from the COUNCIL on current events.**
5. **Reports from the TOWN MANAGER to the Council.**

**ADJOURNMENT:** 2:24 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of December 30, 2016, of the Town Council of Quartzsite, Arizona, held on December 30, 2016.

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

DATED this 10<sup>th</sup> day of January 2017

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Norm Simpson, Mayor

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**FRIDAY, DECEMBER 30, 2016, 3:10 PM**

**CALL TO ORDER:** 3:10 p.m.

Mayor Simpson called the meeting to order at 3:10 p.m.

**INVOCATION:** None.

**PLEDGE OF ALLEGIANCE:** Mayor Simpson asked that everyone please stand and join him as we honor our Nation's flag.

**ROLL CALL:**

**Present:** Mayor Simpson, Vice Mayor Warner, Council Member Kelley, Council Member Schue, Council Member BearCat, Council Member Kinkade, Council Member Davidson.

**STAFF PRESENT:** Jim Ferguson, Town Manager, Susan Goodwin, Town Attorney attended by phone; Tina Abriani, Town Clerk

**ANNOUNCEMENTS:**

Mayor Simpson said let us move right to the Administrative Items.

**ADMINISTRATIVE ITEMS:**

1. **FIREWORKS** – Consider approval for fireworks at the Out West New Year's celebration at the Main Event Showplace, located at 480 S. Quartzsite Blvd., Quartzsite, AZ, on the evening of December 31, 2016.

Town Manager Ferguson said this matter was brought to his attention yesterday as he was visiting the Police Chief, Fire Marshal, and Mr. Poole on other matters. He said they realized that the Town Code has several sections that refer to fireworks, and the necessary approvals. He said Mr. Poole had approached the Town a number of months back and asked what was required, and he was told, per the section of Chapter 11, Offenses, it notes what was required was a permit, in writing, from the Chief of Police. Town Manager Ferguson said Mr. Poole was told that by the Town's Code Enforcement people. Mr. Poole, in turn, went to the Chief of Police and did get, in writing, an approval for the fireworks. Town Manager Ferguson said, as they were visiting on it yesterday, they had been given three additional sections of the Town Code that referenced fireworks, and found that in the Health and Sanitation Chapter, Chapter 10, it talks about regulatory exemptions and refers specifically to a permit approved by the Quartzsite Town Council. For that reason, it is now before the Council for help to correct the error.

Council Member BearCat asked to hear from the Fire Department on what they had discovered; if they have approved it, if there are any concerns on their part, and anything else they have to say.

Quartzsite Fire Department Assistant Chief Lizarraga said he and others from the Fire Department had gone out, looked at the site, and found no problems with it. He said he had worked closely with Atlantis Fireworks before, and they are the ones that supply the product for the Town's Fourth of July show. He said he and the Fire Department have no issues or problems with Atlantis because they are professionals and know what they are doing.

Council Member BearCat asked who would set them off the fireworks.

Assistant Chief Lizarraga said a licensed and experienced employee of Atlantis would do that. He said all the insurance information had already been provided to the Fire Department.

There was a discussion of RVs parked or camping, and the barrier tape that is in place to cordon off the safety limits.

Mayor Simpson called for public comment with no reply.

Mayor Simpson called for the Council's final discussion.

Mayor Simpson asked if the applications and everything were made and just waiting for Council action.

Town Manager Ferguson said that was correct. He said it was a matter of giving permission as the delegated authority for the fireworks to take place at the Main Event.

Council Member Davidson moved to approve Item 1, and Council Member Kinkade seconded the motion.

Council Member BearCat asked why the application was not in front of them.

Town Manager Ferguson explained that it is not a written application. He said they just submitted the request through the Chief initially and that is what is being used because there was not time to create a new form. Town Manager Ferguson said that is unfortunately due to the fact that the appropriate section of the Town Code was not known of until yesterday.

Mayor Simpson called for the question, all those in favor of approving Item 1 signify by saying aye. The vote was unanimous. **Motion Carried.**

At 3:17 p.m., the Mayor said having no further business to come before this Council on the agenda, we are hereby adjourned.

**CALL TO THE PUBLIC:**

2. **FUTURE AGENDA ITEMS – Direction to staff regarding future agenda items.**

**COMMUNICATIONS:**

3. **Reports from the MAYOR on current events.**
4. **Reports from the COUNCIL on current events.**
5. **Reports from the TOWN MANAGER to the Council.**

**ADJOURNMENT:** 3:17 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of December 30, 2016, of the Town Council of Quartzsite, Arizona, held on December 30, 2016.

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

DATED this 10<sup>th</sup> day of January 2017

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Norm Simpson, Mayor



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

- Agenda Item:**           **FEE FOR TOWN PROMOTIONAL VIDEOS** – Discussion and possible action to approve \$600 funding for two Town promotional videos produced by Russ Varisco.
- Summary:**               Council Member BearCat states, in her memo regarding this item, that she feels the two promotional videos will be more far-reaching than anything to date, and the Town would get more value for its dollars.
- She noted that RVer TV on YouTube has over 7,000 subscribers; plus, Quartzsite TV now has 600 subscribers that signed up in just the past few months. She explained the importance of this by sharing that one Quartzsite TV video that was recently posted on Facebook now has over 49,000 views.
- This is a perfect opportunity to have two professionally produced commercials to promote Quartzsite. These videos could also be posted on the Town's website and used in any way the Council chooses.
- Responsible Person:**   Jim Ferguson, Town Manager
- Attachment:**            Proposal for the project  
Memo from Council Member BearCat regarding this item  
Optional Funds
- Action Requested:**     **Motion to approve \$600 funding for two Town promotional videos produced by Russ Varisco.**

# Proposal

January 3<sup>rd</sup> 2017

## Town Of Quartzsite

### Scope of Work

Russell Varisco will Film, Edit and Publish:

HD 1080P – *“Two - 3 Minute Videos”* for The Town Of Quartzsite

#### The Project Price will include:

First Video Production Showing RV Related Attractions, OHV Trails and Tourism Around Quartzsite

Second Video Production Showing Rock and Gem, Vendors and Events Around Quartzsite

#### Locations:

Quartzsite AZ and Vicinity

#### **Video Equipment To Be Used:**

Canon XA25 Pro HD

Sony a7000 – Multiple Lenses

Nikon D7000 – Multiple Lenses

Gopro HD 4K - 5 Cameras Total

Yuneec 4K Quadcopter Pro Series

#### **Additional Equipment**

Tripods and Monopods

Audio Microphones

Camera Mounts and Extensions

#### **Additional Work:**

N/A

**Schedule of Project and Completion:**

Video Production will Start in January 2017 in Quartzsite AZ.

Completion....Allow 1-2 weeks for Editing and Published Video's "Estimated"

*Town Of Quartzsite: will be responsible for providing all existing product logos, existing artwork, Town information, property access, free parking, power and electrical(if required).*

**Total Price \$600**

**Payment Due Upon Acceptance Of Proposal**

**Make Check Payable to "Russell Varisco"**

**Sincerely,**

**Russell Varisco**

**Note:**

**The 2 videos will be published on "Quartzsite TV You Tube" and "RVerTV You Tube" Channels**

**Plus Facebook and Twitter**

**Copies of Both Videos will be provided to Town Of Quartzsite for their own website and media use.**

**Additional Video Production Options are available Call For Pricing**

RE: 1-10-17 AGENDA ITEM

promotional videos by QuartzsiteTV

On Nov. 8, 2016 the Quartzsite Town Council awarded \$7,616.68 to non-profit groups (with staff doing the final figures) from the Community Outreach fund. A total of \$8,500 was budgeted, but Hal Davidson suggested leaving some funds in "for a rainy day." The remaining amount would be **\$883.32.**

I feel the 2 promotional videos will be more far reaching than anything so far, and we'd get more value for our dollars.

RVer TV on YouTube has over 7,000 subscribers, plus Quartzsite TV has 600 subscribers in just a few months. Add to that, one QuartzsiteTV video recently posted on Facebook has over 49,000 views. This is a perfect opportunity to have two professionally produced commercials to promote Quartzsite.

The videos can also be posted on the Town's website and any other way we choose to use it.

Starr BearCat

Quartzsite Town Council Member

<b>Economic Development</b>	
Promotion of Town	2000
Community Outreach	
NonProfits	8500
Fireworks	5000
Economic Develop Corp	7500
Anniversary Q150 Promo	6000
Passport Program	1000
	30000
<b>Town &amp; Council</b>	
Promotion of Town	4000
5 Town Events	2500
	6500

400

8334

1000

-834

Non-Profits Total \$8334 and \$1000 paid for last FY

\$3008 Remaining - used to purchase pens, pins, camels, etc for league & other

\$ 2,000.  
 - 400  
 - 834  
 -----  
 \$ 766



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

- Agenda Item:**           **PARK & RECREATION COMMITTEE RECOMMENDATION OF CHANGES TO TOWN PARK RULES** – Discussion and possible action regarding changes to the Town Park Rules as recommended by the Park and Recreation Committee.
- Summary:**               On November 9, 2016, the Park and Recreation Committee met for their regular meeting. Agenda Item 2 was 'Discussion and possible action to recommend proposed changes to Town Park Rules.'
- The Committee unanimously voted to recommend their proposed changes to the Town Park Rules to the Town Council.
- Responsible Person:**   Jim Ferguson, Town Manager
- Attachment:**           DRAFT Park Rules and Regulations form (as recommended by the Park and Recreation Committee)
- Signed Minutes of the Park and Recreation Committee Meeting of November 9, 2016.
- Action Requested:**     **Motion to approve changes to the Town Park Rules as recommended by the Park and Recreation Committee.**



# TOWN OF QUARTZSITE PARK AND RECREATION

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346  
928-927-4333 • [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us)

## PARK RULES AND REGULATIONS

- **Park users must abide by all rules and restrictions including those in Chapter 21 of the Town Code.**
- The Town Park shall be open to the public dawn to dusk and closed all other times, except during a scheduled activity or Town event.
- **No excessive noise except in designated areas. If excessive noise occurs, your deposit may not be reimbursed. Unless for a scheduled Town Event.**
- All pets must be on a leash at all times. You must clean up after your pets.
- Maximum speed limit inside the park is 15 miles per hour.
- Any vehicle authorized by the Department of Motor Vehicles may utilize designated roads and parking areas only.
- Do not damage or misuse any temporary or permanent fixture. Do not destroy, disturb, injure, remove or alter a natural feature, trees, shrubs, wildflowers, public building, sign equipment, or any other structure or property.
- No domestic or commercial garbage dumping. No littering. Each person or group is responsible for cleaning the area of the park they use.
- No person shall use any facilities in the Town Park, including park tables, shade structures, ramadas, and parking areas, more than four hours per day. Any park use longer than seven hours per day requires a special event permit issued pursuant to Town Code Section 21-1-4.
- No camping or overnight parking except during a scheduled activity or Town event.
- No fires except during a scheduled activity or Town event.
- Discharging of firearms. BB guns, blow guns, air soft guns, slingshots, archery, firecrackers, rockets or fireworks without Town approval is prohibited.
- No alcoholic beverages can be sold or consumed without a permit at a scheduled Town authorized event.
- **NO glass containers.**

I have read and understand the rules and regulations, as noted above. Failure to obey the rules and regulations may result in the loss of my deposit and the possible elimination of park use. By signing the park permit I accept the rules.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**Park & Recreation Meeting Results in approved minutes 11-09-2016**

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE**  
**PARK & RECREATION COMMITTEE**  
**465 NORTH PLYMOUTH AVENUE**  
**WEDNESDAY, NOVEMBER 9, 2016 at 11:00 a.m.**

**CALL TO ORDER:** 11:02 a.m.

Chairperson Monica Timberlake called the meeting to order at 11:02 a.m.

**PLEDGE OF ALLEGIANCE:**

Chairperson Monica Timberlake led the Pledge of Allegiance.



**ROLL CALL OF THE COMMITTEE:**

Chairperson: Monica Timberlake - Present  
Vice Chairperson: Shanana Rain BearCat - Present  
Committee Secretary: Pamela Caskey - Present  
Committee Member: Elliott Ness - Absent  
Committee Member: James 'Bubba' White - Absent  
Committee Member: Joanne Winer - Present  
Committee Member: Vacant

Staff Present: Rosa Santos, Recreation Coordinator; Tracey Hess, Public Works Administrative Assistant; Miguel Castellanos, Deputy Town Clerk.

*All Business Items are open to public discussion when the Chairperson calls for it for each item, after the Board has had an opportunity to discuss and possibly act on each item.*

**APPROVAL OF MINUTES:**

Committee Secretary Pamela Caskey motioned to approve the minutes for the meeting of October 5, 2016 and Committee Member Joanne Winer seconded the motion. The motion passed unanimously.

**BUSINESS**

**1. Presentation, discussion and possible action on the expansion of the R/C Airfield.**

Tom Mill, member of the Quartzsite Desert Flyers, explained to the Committee the Air Field expansion proposal that was brought to them in previous meetings.

Vice Chairperson Shanana Rain BearCat asked if Mr. Mill could explain the short runway. Tom Mill responded the short runway was used for days when the weather would not allow flight using the longer runway.

Tom Mill added that there is not enough room to park for people that go to the events.

Ted Harold, member of Quartzsite Desert Flyers, commented that there are many types of flyers that spend lots of money and that would stay in the Town that could bring in revenue. He said if the expansion were to be put in, there would be room for vendors to sell at these events and bring in more revenue for the Town.

Chairperson Monica Timberlake said the issue that could slow down the process is the approval from BLM.

Tracey Hess suggested expanding the parking south of the Air Field entrance, making it the easiest and could possibly double the parking area.

Joanne Winer pointed out that south of the entrance is part of Celia's Gardens. She said the Town would have to relocate some fitness equipment at the south of the Air Field if the parking area is approved.

**2. Discussion and possible action to recommend proposed changes to Town Park Rules.**

Chairperson Monica Timberlake would like to add "No excessive noise except in designated areas. If excessive noise occurs, your deposit may not be reimbursed. Unless for a scheduled Town Event."

Vice Chairperson Shanana Rain Bearcat would like to change the park hour limit from 7 hours to 4 hours per day.

Chairperson Monica Timberlake would also like to remove "Children eight years and younger must be supervised by an adult at all times."

Vice Chairperson Shanana Rain motioned to recommend to Council to approve the Park Rules with the three changes to go onto the next available council meeting and Committee Secretary Pamela Caskey seconded the motion. The motion passed unanimously.

**3. Discussion and possible action on the Snack Shack concession stand.**

Chairperson Monica Timberlake tabled the item for next meeting.

Vice Chairperson Shanana Rain Bearcat asked if Public Works Director Emmett Brinkerhoff could attend the next meeting to answer questions about the Snack Shack.

**4. Discussion and possible action on the staging area for the AZ Peace Trail.**

Chairperson Monica Timberlake tabled the item for the next meeting.

**5. Discussion and possible action on Cenpatico grant funding.**

Vice Chairperson Shanana Rain Bearcat explained the available funding that Cenpatico could award to the Town for various projects in the Park.

Vice Chairperson Shanana Rain Bearcat directed staff to look into Cenpatico funding for the Town Park.

**6. Discussion of the 2016 Halloween event.**

Chairperson Monica Timberlake gave the Committee a recap of the Halloween event.

Vice Chairperson Shanana Rain Bearcat thanked the volunteers who helped with games. She added that more volunteers were needed for the games at the Community Center.

Vice Chairperson Shanana Rain Bearcat suggested making a bigger bean bag toss game instead of the two that the Town currently has.

**7. Discussion and possible action on the status of the BLM lease for Town Park.**

Chairperson Monica Timberlake tabled the item until the next meeting.

**8. Discussion and possible action on the purchase of a storage facility.**

Chairperson Monica Timberlake commented the Parks and Recreation department desperately needs a storage for their supplies.

Vice Chairperson Shanana Rain Bearcat added the Community Center office is also overcrowded with supplies.

Vice Chairperson Shanana Rain Bearcat directed staff to see what money is available to purchase a storage container for the Community Center.

**REPORTS:**

Rosa Santos updated the Committee that the quotes are in for repairing the exercise equipment in the Community Center.

Committee Secretary Pamela Caskey would like to apologize for not being able to volunteer at some of the events.

Vice Chairperson Shanana Rain BearCat said that being on the Committee helps a lot.

**CALL TO THE PUBLIC:**

None.

**ADJOURNMENT:** 12:33 p.m.

Vice Chairperson Shanana Rain BearCat motioned to adjourn the meeting at 12:33 p.m. and Committee Secretary Pamela Caskey 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 meeting of November 9, 2016, of the Park and Recreation Committee of the Town of Quartzsite, Arizona, held on November 9, 2016.

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

DATED this 7 day of December 2016.

Miguel A. Castellanos  
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

Maria Timberlake  
Chairperson Timberlake



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

**Agenda Item:**           **PARK & RECREATION COMMITTEE RECOMMENDATION OF CHANGES TO THE PARK USE PERMIT APPLICATION** – Discussion and possible action regarding changes to the Park Use Permit application by eliminating the additional insurance requirement as recommended by the Park and Recreation Committee.

**Summary:**               On December 7, 2016, the Park and Recreation Committee met for their regular meeting. Agenda Item 4 was 'Discussion and possible action to remove the requirement for Quartzsite as an additional insured from the Park Use Permit application.'

The Committee unanimously voted to recommend their proposed changes to the Park Use Permit application to the Town Council.

**Responsible Person:**   Jim Ferguson, Town Manager

**Attachment:**           ORIGINAL Park Use Permit application.  
DRAFT Park Use Permit application (as recommended by the Park and Recreation Committee)  
Signed Minutes of the Park and Recreation Committee Meeting of December 7, 2016.

**Action Requested:**   **Motion to approve changes to the Park Use Permit application as recommended by the Park and Recreation Committee.**



**TOWN OF QUARTZSITE**  
**PARK AND RECREATION**  
 465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ,  
 85346  
 928-927-4333 • [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us)

**ORIGINAL**

# PARK USE PERMIT

APPLICANT NAME: \_\_\_\_\_  
 NAME OF ORGANIZATION: \_\_\_\_\_  
 MAILING ADDRESS OF ORGANIZATION: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PURPOSE OF USE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 NUMBER OF PARTICIPANTS \_\_\_\_\_ PARKING REQUEST \_\_\_\_\_  
 DATE (S) OF REQUIRED USE: \_\_\_\_\_  
 HOURS OF REQUIRED USE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CELL #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Request for special liquor permit for personal use \_\_\_\_\_, if yes describe designated area:**

\_\_\_\_\_

**NOTE:** The Town of Quartzsite has first right to use of the park(s). Should a conflict occur the Town's right will prevail. The Town will make every effort not to create an inconvenience for the applicants, but you may be requested to rearrange your schedule.

Quartzsite as an additional insured is required, and must be attached to this application. Further, the applicant agrees to hold the Town harmless for any liability in the event of any accident or misfortune. Individuals may have their homeowners insurance endorse the event. **CERTIFICATE OF INSURANCE MUST BE ADDRESSED TO: TOWN OF QUARTZSITE, PO BOX 2812, QUARTZSITE, AZ, 85346.**

**SCHEDULE:** Applications must be turned in and completed 10 working days prior to the event. You are required to attach a schedule of activities to this application. See attached sheet for Park Rules and Regulations.

Sale and or consumption of alcohol in any part of the park is prohibited except by special permit in a designated area. If you intend to sell alcohol, an ABC permit is required.

**DEPOSIT REQUIRED:** If electricity is needed there will be a \$60.00 dollar deposit required for the use of the electric in any area of the Town Park. There will be a pre/post inspection of the event to assure the area is clean. If the area is clean then \$50.00 will be returned and the remaining \$10.00 will be the charge for the use of the electric. I have read and understand the rules and regulations.

Failure to obey the rules and regulations may result in the loss of your deposit and the possible elimination of the park, by signing the park permit I accept the rules.

DATE OF APPLICATION \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

\*\*\*\*\* Town Use Only \*\*\*\*\*

1. Insurance Certificate attached \_\_\_\_\_ yes \_\_\_\_\_ no

1a. Expiration date of certificate: \_\_\_\_\_

2. Schedule Attached \_\_\_\_\_ yes \_\_\_\_\_ no

PERMIT APPROVED \_\_\_\_\_ PERMIT DENIED \_\_\_\_\_ DATE OF DECISION: \_\_\_\_\_

POLICE CHIEF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARK SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# TOWN OF QUARTZSITE PARK AND RECREATION

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ,  
85346  
928-927-4333 • [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us)

## PARK USE PERMIT

**DRAFT**

APPLICANT NAME: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS OF ORGANIZATION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NUMBER OF PARTICIPANTS \_\_\_\_\_ PARKING REQUEST \_\_\_\_\_

DATE (S) OF REQUIRED USE: \_\_\_\_\_

HOURS OF REQUIRED USE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CELL #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Request for special liquor permit for personal use \_\_\_\_\_, if yes describe designated area:  
\_\_\_\_\_

**NOTE:** The Town of Quartzsite has first right to use of the park(s). Should a conflict occur the Town's right will prevail. The Town will make every effort not to create an inconvenience for the applicants, but you may be requested to rearrange your schedule.

Further, the applicant agrees to hold the Town harmless for any liability in the event of any accident or misfortune. Individuals may have their homeowners insurance endorse the event. **CERTIFICATE OF INSURANCE MUST BE ADDRESSED TO: TOWN OF QUARTZSITE, PO BOX 2812, QUARTZSITE, AZ, 85346.**

**SCHEDULE:** Applications must be turned in and completed 10 working days prior to the event. You are required to attach a schedule of activities to this application. See attached sheet for Park Rules and Regulations.

Sale and or consumption of alcohol in any part of the park is prohibited except by special permit in a designated area. If you intend to sell alcohol, an ABC permit is required.

**DEPOSIT REQUIRED:** If electricity is needed there will be a \$60.00 dollar deposit required for the use of the electric in any area of the Town Park. There will be a pre/post inspection of the event to assure the area is clean. If the area is clean then \$50.00 will be returned and the remaining \$10.00 will be the charge for the use of the electric. I have read and understand the rules and regulations.

Failure to obey the rules and regulations may result in the loss of your deposit and the possible elimination of the park, by signing the park permit I accept the rules.

DATE OF APPLICATION \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

\*\*\*\*\* Town Use Only \*\*\*\*\*

1. Insurance Certificate attached \_\_\_\_\_ yes \_\_\_\_\_ no

1a. Expiration date of certificate: \_\_\_\_\_

2. Schedule Attached \_\_\_\_\_ yes \_\_\_\_\_ no

PERMIT APPROVED \_\_\_\_\_ PERMIT DENIED \_\_\_\_\_ DATE OF DECISION: \_\_\_\_\_

POLICE CHIEF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARK SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE**  
**PARK & RECREATION COMMITTEE**  
**465 NORTH PLYMOUTH AVENUE**  
**WEDNESDAY, DECEMBER 7, 2016 at 10:00 a.m.**

**CALL TO ORDER:** 10:08 a.m.

Chairperson Monica Timberlake called the meeting to order at 10:08 a.m.

**PLEDGE OF ALLEGIANCE:**

Chairperson Monica Timberlake led the Pledge of Allegiance.

**ROLL CALL OF THE COMMITTEE:**

Chairperson: Monica Timberlake - Present  
Vice Chairperson: Shanana Rain BearCat - Present  
Committee Secretary: Pamela Caskey - Present  
Committee Member: Elliott Ness - Absent  
Committee Member: James 'Bubba' White - Present  
Committee Member: Joanne Winer - Absent  
Committee Member: Vacant

Staff Present: Jim Ferguson, Town Manager; Rosa Santos, Recreation Coordinator; Miguel Castellanos, Deputy Town Clerk.

*All Business Items are open to public discussion when the Chairperson calls for it for each item, after the Board has had an opportunity to discuss and possibly act on each item.*

**APPROVAL OF MINUTES:**

Committee Member Pamela Caskey motioned to approve the minutes of the meeting of November 9, 2016 and Vice Chairperson Shanana Rain BearCat seconded the motion. The motion passed unanimously.

**BUSINESS**

**1. Discussion and possible action on the Snack Shack concession stand.**

Town Manager Jim Ferguson explained to the Committee that there had been many attempts to finish the Snack Shack but it had been sitting unfinished for far too long.

Committee Member James "Bubba" White had spoken with Dan Burkey who had mentioned that the plumbing would have to be redone because it was not put in correctly.

Chairperson Monica Timberlake said volunteers had done the work.

Town Manager Jim Ferguson, said he would have a better understanding of what is needed for completion by the next meeting.

Vice Chairperson Shanana Rain BearCat asked if the Town could get funding from Cenpatico to finish the Snack Shack. Jim Ferguson, Town Manager, said APS could also help with funding to complete the work needed on the Snack Shack.

Vice Chairperson Shanana Rain BearCat asked if the people who originally donated to the Snack Shack could get a plaque as a thank you.

**2. Discussion and possible action on the staging area for the AZ Peace Trail.**

Town Manager Jim Ferguson talked about his meeting with John McDonald and the leases with BLM. Town Manager Jim Ferguson said the County would take the lead on the survey and the environmental inspection would have to be redone so that a current inspection could be used. Vice Chairperson Shanana Rain BearCat asked if the Town could get the area, could it then apply for grants. Town Manager Jim Ferguson answered yes, once the land is acquired the Town can apply for grants.

**3. Discussion and possible action on the status of the BLM lease for Town Park.**

Town Manager Jim Ferguson explained that the Town was not compliant with the BLM lease for the Town Park and is in the process of trying to fix it.

Chairperson Monica Timberlake commented that projects that were not on the original plan for the Town Park had been done.

Chairperson Monica Timberlake and Vice Chairperson Shanana Rain BearCat read the list of proposed projects for the Town Park and recognized that most of the projects had been completed. Chairperson Monica Timberlake noted that a tennis court has not been done at the Park. She also added that a swimming pool may never be in the Town Park due to cost and suggested having a splash pad.

Chairperson Monica suggested adding a wall to the tennis court so people would be able to play other types of games and could be used more.

Vice Chairperson Shanana Rain BearCat described a senior exercise area that could help with people's rehabilitation.

Chairperson Monica Timberlake added the Town should consider projects that could improve the Park in the next 20 years.

Town Manager Jim Ferguson commented that the RC Airfield is a project that is not on the original Park list but should be added due to its popularity.

Chairperson Monica Timberlake suggested having a fairground in the future for big events.

**4. Discussion and possible action to remove the requirement for Quartzsite as an additional insured from the Park Use Permit application.**

Town Manager Jim Ferguson explained that on the current Park Use Permit there is a requirement to have the Town as an additional insured, however with the current insurance plan, regular events do not need it. He continued to explain that there are exceptions for which the Town does require it. Committee Member Pamela Caskey motioned to recommend to Council to remove the requirement to have Quartzsite as an additional insured from the Park Use Permit application for general use with the exception of commercial use or the sale of alcohol. Vice Chairperson Shanana Rain BearCat seconded the motion and the motion passed unanimously.

**REPORTS:**

Committee Member Pamela Caskey announced that the Soup and Chowder Festival would be on Saturday, December 10<sup>th</sup>. She also added the silent auction will also be on Saturday.

Chairperson Monica Timberlake invited everybody to go to the Light Parade on Saturday December 10<sup>th</sup> and that drinks would be served at Town Hall.

Rosa Santos, Recreation Coordinator, updated the Committee stating there would be maintenance and repairs on the exercise equipment next week. She added that the Halloween supplies had been

taken out of the Community Center and more time would be required to keep the Community Center clean.

Vice Chairperson Shanana Rain BearCat asked for any information on purchasing a storage shed over at the Community Center. Town Manager Jim Ferguson responded that storage is being looked into because it is desperately needed.

Chairperson Monica Timberlake asked Town Manager Jim Ferguson if he was aware of a meeting room in the Community Center.

Committee Member James "Bubba" White added that an office was not allowed at the Community Center.

Town Manager Jim Ferguson said staff needed to go through the storage and throw away things are not needed or are broken.

Chairperson Monica Timberlake said she throws away things if they are broken.

Town Manager Jim Ferguson explained that there is a process for throwing away Town property and individuals should not throw away Town property.

**CALL TO THE PUBLIC:**

None

**ADJOURNMENT:** 11:05 a.m.

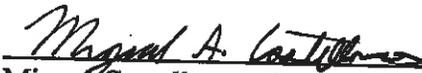
Committee Member Pamela Caskey motioned to adjourn the meeting at 11:05 a.m. and Vice Chairperson Shanana Rain BearCat seconded the motion. The motion passed unanimously.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of December 7, 2016, of the Park and Recreation Committee of the Town of Quartzsite, Arizona, held on December 7, 2016.

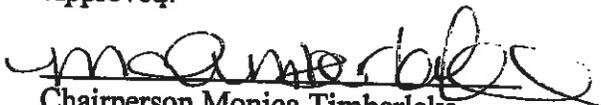
I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 4 day of January 2017.

  
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

  
Chairperson Monica Timberlake



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

**Agenda Item:**           **ORDINANCE REGARDING TOWN ATTORNEY PRESENCE AT COUNCIL MEETINGS** - Discussion and possible adoption of an ordinance amending the Town Code, Chapter 3, Administration, Article 3-2, Officers, by amending Section 3-2-5 Town Attorney; Town Prosecutor, Subsection A, Town Attorney related to the Town Attorney's attendance at Council Meetings.

**Summary:**               The proposed ordinance will add the following to the Town Code, Chapter 3, Article 3-2, Section 3-2-5:

“Upon approval of the Town Manager, the Town Attorney's attendance at a Council Meeting may be by telephone.”

**Responsible Person:**   Jim Ferguson, Town Manager

**Attachment:**           Proposed Ordinance regarding amending the Town Code, Chapter 3, Administration, Article 3-2, Officers, by amending Section 3-2-5 Town Attorney; Town Prosecutor, Subsection A, Town Attorney.

**Action Requested:**     **Motion to adopt an ordinance amending the Town Code, Chapter 3, Article 3-2, Section 3-2-5.**

**ORDINANCE NO. 17-01**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, AMENDING THE TOWN CODE OF THE TOWN OF QUARTZSITE, ARIZONA, CHAPTER 3 ADMINISTRATION, ARTICLE 3-2 OFFICERS; BY AMENDING SECTION 3-2-5 TOWN ATTORNEY; TOWN PROSECUTOR, SUBSECTION A TOWN ATTORNEY RELATED TO ATTENDANCE OF THE TOWN ATORNEY AT COUNCIL MEETINGS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY**

BE IT ORDAINED by the Mayor and Common Council of the Town of Quartzsite, Arizona, as follows:

**Section 1. In General.**

The Code of Quartzsite, Arizona, Chapter 3 Administration, Article 3-2 Officers; is hereby amended by amending Section 3-2-5 Town Attorney; Town Prosecutor, Subsection A Town Attorney to read as follows (additions shown in ALL CAPS; deletions shown in ~~strikeout~~):

**Section 3-2-5 Town Attorney; Town Prosecutor**

A. Town Attorney. The Town Attorney shall be appointed by the Council. The Town Attorney shall act as the legal counselor and advisor of the Council and other town officials and, as such, shall give his opinion in writing when requested by the Town Manager. The Town Attorney shall review and assist in the drafting of all deeds, contracts, conveyances, ordinances, resolutions and other legal instruments when required by the Town Manager. The Town Attorney shall approve or disapprove as to form, in writing, all drafts of contracts and all official or other bonds before final approval or acceptance thereof by the Council. The Town Attorney shall return within the time allotted by the Town Manager all ordinances and resolutions submitted for consideration by the Town Manager, with approval or disapproval as to form noted thereon, together with the reasons therefore. Except for matters handled by counsel appointed by the Town's insurance carrier, the Town Attorney shall prosecute and defend all civil suits, actions or causes where the town is a party to the extent of the Town Attorney's ability and in accordance with the Town Attorney's independent professional legal judgment and in compliance with the Arizona Supreme Court's Rule of Professional Responsibility shall report to the Council, when required, the condition of any suit or action to which the Town is a party. The Town Attorney shall attend all Council meetings to advise the Council on legal issues and serve as Town

Parliamentarian. UPON APPROVAL OF THE TOWN MANAGER, THE TOWN ATTORNEY'S ATTENDANCE AT A COUNCIL MEETING MAY BE BY TELEPHONE.

Section II. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Quartzsite, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the following vote:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

EXCUSED: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Norman Simpson, Mayor

ATTEST:

\_\_\_\_\_  
Tina Abriani, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan D. Goodwin, Town Attorney

I, TINA ABRIANI, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. \_\_\_\_\_ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017, WAS POSTED IN THREE PLACES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

\_\_\_\_\_  
Tina Abriani, Town Clerk

**Section 2-4-4 Quorum**

A majority of the Council shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time and compel the attendance of absent members.

**Section 2-4-5 Agenda** (Ord 10-06)

Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an agenda, whichever is earlier, the Town Clerk shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be submitted to the Council, prepare an agenda according to the order of business and furnish each Council Member, the Mayor and the Town Attorney with a copy of the agenda and any material pertinent thereto. Any member of the Town Council may request that items be placed on the Town Council's agenda for consideration, discussion and legal action by submitting a written request to the Town Clerk's office prior to the deadline for the specified agenda. All communication should be addressed to Council as a whole and not to any individual member thereof.

**Section 2-4-6 Order of Business** (Ord 92-06)(Ord 92-08)(Ord 02-06)(Ord 08-22)(Ord 10-18)  
(Ord 13-01)(Ord 13-04)

- **CALL TO ORDER** – The presiding officer shall remind persons present to turn off all cell phones.
- **INVOCATION** – The Invocation shall be given on a rotating basis by Clergy or a member of the public present at the Council meeting; or by holding a moment of silence.
- **PLEDGE OF ALLEGIANCE** – The Pledge shall be led by selected member of Council.
- **ROLL CALL OF THE COUNCIL**
- **PRESENTATIONS; PROCLAMATIONS**
- **CONSENT AGENDA** – Consent agenda items are generally non-discussion items. A Council Member may request an item to be removed from the consent agenda for discussion and a separate action on the item.
- **BUSINESS** – For items that include public comment, the item shall so state on the agenda. Public comments shall be limited to three (3) minutes per person. The Town Clerk shall maintain the clock. For each agenda item, the staff may explain the item or issue, followed by Council discussion, before the motion is made.
- **COMMUNICATIONS** - All announcements and reports must be pertinent to Town business, Town charitable or non-profit events and may not include commercial statements, political or personal news. All reports and announcements must be placed on the agenda.
- **COMMUNICATIONS FROM CITIZENS** (call to the public) – Members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. Each citizen is limited to three (3) minutes and must stand at the podium and state their name for the record. The clerk shall maintain the clock. Personal attacks, personal comments, political comments or commercial comments shall not be allowed. One person may not assign their time to another person. If there are several speakers on a particular matter, they should select a

person to make the presentation on their behalf. Citizens shall observe rules of propriety, decorum and good conduct. Profanity, threatening or personal attacks and slanderous remarks are not permitted. If such behavior does not cease at the request of the Mayor or a Council Member, the individual may be barred from further audience before the Council for the remainder of that meeting and the next general meeting unless permission is granted by a majority vote of the Council. Public officials and Town staff may respond to criticism or request staff to review a matter or place it on the agenda.

**Section 2-4-7 Boards, Committees and Commissions (Ord 96-06)**

The Mayor shall create such boards, committees and commissions, standing or special as deemed necessary. The Mayor and Council, by a simple majority at a properly noticed public meeting, have the right to appoint members thereto. Boards, committees and commissions shall perform such duties as the Mayor and Council prescribe.

**Section 2-4-8 Voting**

- A. The Mayor shall vote as a member of the Council.
- B. Upon the request of any member, the ayes and nays upon any question shall be taken and entered in the minutes.

**Section 2-4-9 Suspension of Rules**

Any provisions of this article may be temporarily suspended in connection with any matter under consideration by a recorded vote of three-fourths of the members present, except that this section shall not be construed to permit any action that is contrary to state statutes.

**ARTICLE 2-5 ORDINANCES, RESOLUTIONS AND CONTRACTS**

- 2-5-1 Prior Approval
- 2-5-2 Introduction
- 2-5-3 Reading of Proposed Ordinance (Ord 93-10)
- 2-5-4 Requirements for an Ordinance
- 2-5-5 Effective Date of Ordinances
- 2-5-6 Signatures Required
- 2-5-7 Publishing Required
- 2-5-8 Posting Required (Res 90-18)(Res 94-19)(Res 99-18)

**Section 2-5-1 Prior Approval**

All ordinances, resolutions and contracts documents shall, before presentation to the Council, have been reviewed as to form by the attorney and shall, when there are substantive matters of administration involved, be referred to the person who is charged with the administration of the matters. Such person shall have an opportunity to present



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

**Agenda Item:**            **REVIEW AND POSSIBLE CHANGE OF THE COUNCIL'S PRIMARY ELECTED DESIGNATED CHECK SIGNER** – Review and discussion of Check Signers Resolution No. 13-08 and possible action to change the Council Member Elected Check Signer Designee.

**Summary:**                Resolution No. 13-08 sets the policy designating authority for signing bank drafts and checks on behalf of the Town. The resolution provides that every warrant, check or bank draft will be signed by two (2) persons. Authorized signers shall be one elected designee (member of the Common Council) and one staff designee.

The elected designee (member of the Common Council) includes a primary elected designee and two alternate elected designee, both appointed by the Council. Elected designees will be appointed for a period of two (2) years.

The Council may nominate and approve one Council Member to serve as the Primary Elected Designee.

**Responsible Person:**    Jim Ferguson, Town Manager

**Attachment:**             Check Signer Resolution No. 13-08

**Action Requested:**      **Motion to nominate and approve a Council Member as the Primary Elected Designee for the purposes of signing bank drafts and checks on behalf of the Town.**



2013-04180

Page 1 of 3

Requested By: Quartzsite Town Of

SHELLY D BAKER, RECORDER

OFFICIAL RECORDS OF LA PAZ COUNTY, AZ

10-07-2013 10:13 AM Recording Fee \$8.00

Recording requested by and when

Recorded mail to:

Town of Quartzsite

P.O. Box 2812

Quartzsite, AZ 85346

Attn: Terry Frausto

**RECEIVED**

OCT 18 2013

TOWN OF QUARTZSITE

(This space reserved for recording information)

**CAPTION HEADING:** Resolution Number 13-08

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, LA PAZ COUNTY, ARIZONA, ADOPTING A POLICY AND DESIGNATING AUTHORITY FOR SIGNING BANK DRAFTS AND CHECKS ON BEHALF OF THE TOWN.

**RESOLUTION NO. 13-08**

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**WHEREAS**, the Mayor and Council have previously adopted Resolution No. 90-10 setting forth a policy related to authority to sign bank drafts and checks on behalf of the Town; and

**WHEREAS**, the Mayor and Council wish to designate specific parties responsible for signing bank drafts and checks on behalf of the Town to ensure fiscal responsibility and accountability;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the Town of Quartzsite, Arizona, that the following policy is hereby approved.

**Section I. In General.**

A. Every warrant, check or bank draft endorsed or issued on behalf of the Town shall be signed by two (2) persons specifically authorized by the Mayor and Council through adoption of this Resolution and appointment as set forth herein.

B. The authorized signers on warrants, checks bank drafts and endorsements shall be one Elected Designee and one Staff Designee.

1. A member of Town Council will be designated by a vote of the majority of Council and will be considered a Primary Elected Designee. The Primary Elected Designee will have signing authority for a period of two years, or until the designated Council member's term in office expires, whichever is first. Notwithstanding the foregoing, the Council may rescind signing authority at any time by a majority vote and approval of a different Council member to the position of Primary Elected Designee.

2. The Town Manager will be considered the Primary Staff Designee.

3. Three Alternates will have signing authority in the event that one of the Primary Designees is unavailable, including as a result of a conflict of interest or divided loyalty.

a. The two Alternate Elected Designees will be a member of the Town Council, appointed pursuant to a vote of the majority of Council. The term as Alternate Elected Designees will be for two years, or until the Council member's term in office expires, whichever is first. In the event the Primary Elected Designee is

unavailable to sign or endorse warrant(s), bank draft(s) or check(s), the Alternate Elected Designees shall have authority to sign such necessary bank drafts or checks on behalf of the Town.

b. The Alternate Staff Designee will be the Town Clerk/Treasurer. In the event the Primary Staff Designee is unavailable to sign or endorse warrant(s), bank draft(s) or check(s), the Alternate Staff Designee shall have authority to sign such necessary bank drafts or checks on behalf of the Town.

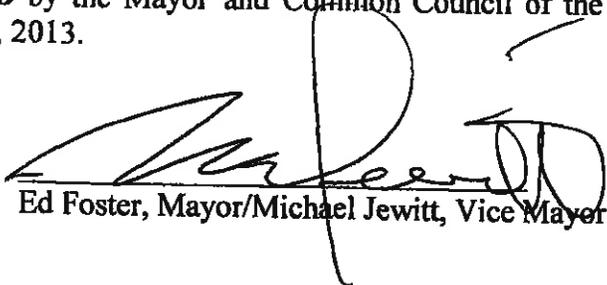
**Section II. Providing for Repeal of Conflicting Resolutions or Policies.**

Resolution N. 90-10 and all other resolutions and parts of resolutions in conflict with the provisions of this Resolution are hereby repealed. All policies in conflict with the provisions of this Resolution are hereby repealed and superseded by this Resolution.

**Section III. Providing for Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Quartzsite, Arizona this 23<sup>rd</sup> day of July, 2013.



Ed Foster, Mayor/Michael Jewitt, Vice Mayor

**ATTEST:**



Terry Frausto, Town Clerk

**APPROVED AS TO FORM:**



Curtis, Goodwin, Sullivan, Udall &  
Schwab, PLC  
Town Attorneys  
By: Kelly Y. Schwab / Patricia E. Ronan



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

**Agenda Item:**            **REVIEW AND POSSIBLE CHANGE TO THE COUNCIL'S TWO ALTERNATE ELECTED DESIGNATED CHECK SIGNERS** – Review and discussion of Check Signers Resolution No. 13-08 and possible action to change the two Council Member Alternate Elected Check Signer Designees.

**Summary:**                Resolution No. 13-08 sets the policy designating authority for signing bank drafts and checks on behalf of the Town. The resolution provides that every warrant, check or bank draft will be signed by two (2) persons. Authorized signers shall be one elected designee (member of the Common Council) and one staff designee.

The elected designee (member of the Common Council) includes a primary elected designee and two alternate elected designee, both appointed by the Council. Elected designees will be appointed for a period of two (2) years.

The Council may nominate and approve one or two Council Members to serve as the Alternate Elected Designees.

**Responsible Person:**    Jim Ferguson, Town Manager

**Attachment:**             Check Signer Resolution No. 13-08

**Action Requested:**     **Motion to nominate and approve one or two Council Alternate Elected Designees for the purposes of signing bank drafts and checks on behalf of the Town.**



2013-04180

Page 1 of 3

Requested By: Quartzsite Town Of  
SHELLY D BAKER, RECORDER  
OFFICIAL RECORDS OF LA PAZ COUNTY, AZ  
10-07-2013 10:13 AM Recording Fee \$8.00

Recording requested by and when

Recorded mail to:

Town of Quartzsite

P.O. Box 2812

Quartzsite, AZ 85346

Attn: Terry Frausto

**RECEIVED**

OCT 18 2013

TOWN OF QUARTZSITE

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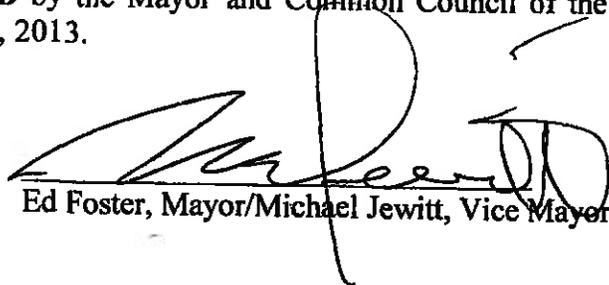
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Ed Foster, Mayor/Michael Jewitt, Vice Mayor

**ATTEST:**



Terry Frausto, Town Clerk

**APPROVED AS TO FORM:**



Curtis, Goodwin, Sullivan, Udall &  
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Town Attorneys  
By: Kelly Y. Schwab / Patricia E. Ronan



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 10, 2017

**Agenda Item:**            **QUARTZSITE AREA CHAMBER OF COMMERCE AND TOURISM SEEKS TEMPORARY ROAD CLOSURE FOR HI JOLLY DAZE PARADE –**  
Consider approval for the Town Public Works Department in cooperation with the Town Police Department to close part of Tyson Road for the Hi Jolly Daze Parade to be held beginning at 11:00 a.m. on Saturday, January 14, 2017.

**Summary:**                The theme of the Hi Jolly Daze Parade is 150 Years of Quartzsite. The Parade line up will start at 9:30 a.m. on Tyson Road across from the Fire Department. The parade route will continue up Tyson Road around the curve on Plymouth Avenue ending in the Town Park.

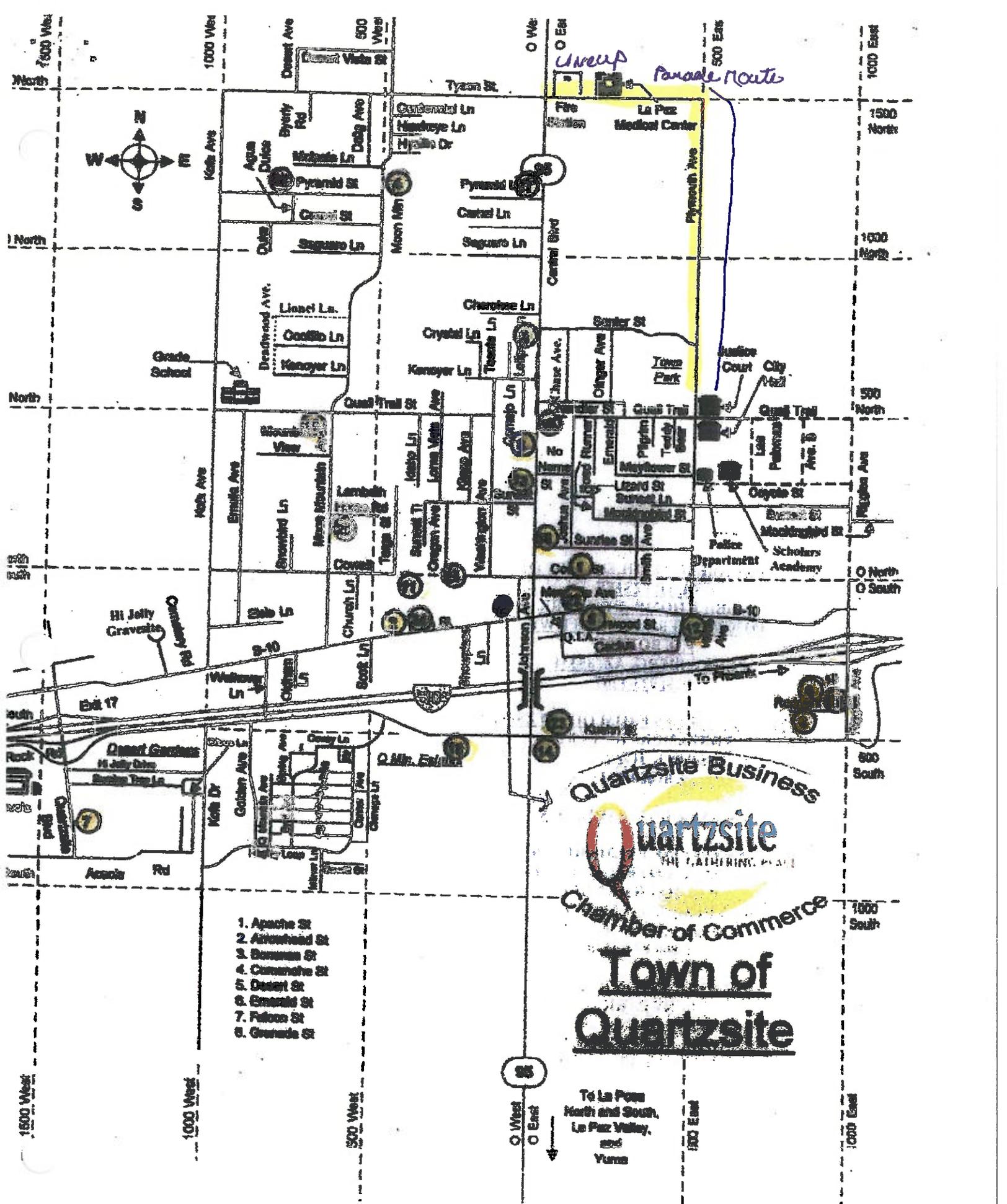
Everyone is invited to join us in the Park.

The VFW will provide food, and there will be entertainment for all.

**Responsible Person:**    Jim Ferguson, Town Manager

**Attachment:**             Map of Parade Route

**Action Requested:**      **Approve the temporary closure of the part of Tyson Road that will be used by the Hi Jolly Daze Parade on Saturday, January 14, 2017.**



*Unrecup Parade Route*

1. Apache St
2. Arrowhead St
3. Bowman St
4. Comanche St
5. Desert St
6. Emerald St
7. Falcon St
8. Granada St

Quartzsite Business  
**Quartzsite**  
 THE GATHERING PLACE  
 Chamber of Commerce  
**Town of Quartzsite**

To La Paz  
 North and South,  
 La Paz Valley,  
 and  
 Yuma



# Hi Jolly Daze Parade

## JANUARY 14, 2017

*Join the celebration of 150 Years of Quartzsite!  
Have fun remembering the last 150 years  
and looking forward to the future!*

Please fill out this form and return to Quartzsite Area Chamber of Commerce & Tourism Office, 1240 W. Main Street, Quartzsite, across from McDonald's, by Monday, January 9<sup>th</sup> during regular business hours (Open 9am-4pm, closed Tues & Sun) or call 928-927-5200 for more info.

**Representing:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Day Time Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Description for Announcer:** \_\_\_\_\_

I/we apply for entry in the Hi Jolly Daze Parade at our own risk and agree that any loss or damage incurred from any cause to the property and/or person(s) which are entered will be my/our responsibility and therefore no claim will be made against the Quartzsite Area Chamber of Commerce & Tourism, Town of Quartzsite, County of La Paz or State of Arizona. I/we further agree to indemnify and hold harmless the sponsors for any person, all injury or property damage arising from an accident occasioned by employee or entry of mine. I/we are responsible for insuring parental consent for anyone under the age of 18. By signing this form I/we acknowledge having received and read the rules.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_