

## MINUTES

### TOWN OF MIAMI SPECIAL MEETING OF THE MAYOR AND COUNCIL MONDAY, OCTOBER 27, 2014 AT 6:30 P.M.

#### 1. CALL TO ORDER:

Mayor Castaneda called the meeting to order at 6:35 p.m.

#### 2. PLEDGE OF ALLEGIANCE/INVOCATION:

Mayor Castaneda led the pledge and Councilmember Reiman led the invocation.

#### 3. ROLL CALL OF COUNCILMEMBERS:

**Present:** Mayor Castaneda, Vice Mayor Hanson, Councilmember Black, Councilmember Dalley, Councilmember Gonzales and Councilmember Reiman.

**Absent:** Councilmember Baeza.

**Staff Present:** Town Manager Heatherly, Town Attorney Smiley, Police Chief Gillen, Finance Director Rachelle Sanchez, Librarian Delvan Hayward, Engineer Department Paul Curzon and Town Clerk Norris.

#### 4. **CONSENT AGENDA:** *All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of a Councilmember for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.*

- A. Consideration and possible action to approve Minutes of the September 22, 2014 Special Council Meeting.
- B. Consideration and possible action to approve Minutes of the October 13, 2014 Regular Council Meeting.
- C. Consideration and possible action to approve the Town Payroll for September 29, 2014 to October 12, 2014.

Vice Mayor Hanson motioned to approve the Consent Agenda. Motion seconded by Councilmember Dalley. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

#### 5. APPROVAL OF DEMANDS:

- A. Consideration and possible action to approve the General Demands for September 19, 2014 to October 22, 2014.

Brief discussion regarding various demands. Brief discussion regarding employee reimbursements; what is the time frame for the reimbursements. Discussion regarding the Town having a policy for the

submission of reimbursements; is there a policy for payment of the reimbursements. At this time it is unknown and staff will look into that. Councilmember Reiman motioned to approve the General Demands for September 19, 2014 to October 22, 2014. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

## **6. REPORTS / RECOGNITIONS:**

### **A. Department Reports:**

Librarian, Delvan Hayward gives a brief Library report on statistics and activity. Reports on the activities planned for Halloween. Reports on donations given to the Library.

Engineering Department, Paul Curzon reports on the mapping project he has been working on and organizing. Reports briefly on current ordinance violations. Brief update on ADOT Sign Project. Preparing for Phase 2 of the Wastewater project. Reports that he has been learning a lot about the history of the Town of Miami and that he is volunteering at the Miami Fire Department.

Police Department, Chief Gillen gives the Police Department statistics and activity report. Announces that Southwest Gas has donated a 2010 Chevy truck to the Police Department.

Town Manager Heatherly briefly reports on the Public Works Department activities and continuing issues at the wastewater treatment plant. Reports that the new mechanic seems to be doing a really good job. Town Manager Heatherly reports that he visited the Senior Center and some of the patrons vented some issues to him; things that they would like the Senior Center to be doing such as more activities and lunch trips/outings.

### **B. Town Manager Reports:**

Town Manager Heatherly reports briefly on conversations with USDA regarding progressing into Phase 2 of the Wastewater Project. Reports on the IGA with Gila County for IT services; they have been in to do some computer work and assessments. Reports on negotiations with Tri City Fire Department for providing services to the Town of Miami residents; it is going positively. Announces that the Town was awarded the 12D Grant for the Fire Department; \$15,600.00. Final easement update. Reports briefly on the utility billing and collections issues that the Town is facing.

### **C. Mayor/Council Reports:**

Mayor Castaneda reminds everyone that Call to the Public is permitted by Council, by law the Council does not have to allow it or have Call to the Public on the agenda. Mayor Castaneda asks everyone to be courteous and use language that is befitting.

Councilmember Dalley comments that Mayor Castaneda did an excellent job in the Homecoming Parade. Reports regarding the “ride along” he did with Police Officer Shaw. Councilmember Dalley also reports on his visit to the wastewater treatment plant and comments on the upgrades and cleaning they have been doing out there; it looks real good.

## 7. CALL TO THE PUBLIC:

Mr. Jose Medina – Miami resident, comments briefly regarding the last Council meeting at “Call to the Public” and how it was handled. Comments regarding his talk with Ken from the Arizona League of Cities and Towns. Mr. Medina comments regarding speaker cards and rules of conduct.

Mr. Jon Cornell of KQSS states that he is attending the County meeting tomorrow and that they use speaker cards, he will pick one up for the Town to review. Mr. Cornell thanks Town staff for all their assistance with the trolley, also the trolley will be used in the Globe Halloween activities to help with passing out candy to the kids.

Mr. Darryl Stubbs – County resident, would like to do a brief presentation. Comments regarding the Veterans Memorial park and that it is growing and doing very well and having activities every Veterans Day; last year they honored his brother. Mr. Stubbs states that his family would like to make a donation to Darryl Dalley to help out with the park. Mr. Stubbs encourages everyone to help out with park and the Veterans Day event.

## 8. UNFINISHED BUSINESS:

- A. Information, discussion and possible action:** To approve and direct staff to implement the proposed Employee Recognition Program as proposed or modified by Town Council.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly points out the suggested changes from the last Council meeting. Brief discussion regarding donations being made to this program. Town Manager Heatherly states that he does not believe so because the funds will come out of the General fund. Mayor Castaneda motioned to approve and direct staff to implement the proposed Employee Recognition Program as proposed or modified by Town Council. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

## 9. NEW BUSINESS:

- A. Information, discussion and possible action:** To approve revised payment application #11 for AMEC, subject to funding agency concurrence, in the amount of \$43,901.76 for one month of Design, Program Management and Construction Management Services, Original amount was \$45,901.76 – reduced by \$2,000.00 per USDA comment, as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council and reviews the payment application for AMEC. Vice Mayor Hanson motion to approve revised payment application #11 for AMEC, subject to funding agency concurrence, in the amount of \$43,901.76 for one month of Design, Program Management and Construction Management Services, Original amount was \$45,901.76 – reduced by \$2,000.00 per USDA comment, as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Dalley. Mayor Castaneda calls for the vote. Vote 5 in favor, 1 member opposed (Councilmember Black) and 1 member absent (Councilmember Baeza). MOTION PASSED.

- B. Information, discussion and possible action:** To approve payment application #12 for AMEC, subject to funding agency concurrence, in the amount of \$72,326.15 for three (3) months of Design and Construction Management Services, as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council and reviews payment application number 12. Town Manager Heatherly states that there is enough money in the WIFA account to cover this payment application. Vice Mayor Hanson motioned to approve payment application #12 for AMEC, subject to funding agency concurrence, in the amount of \$72,326.15 for three (3) months of Design and Construction Management Services, as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Dalley. Mayor Castaneda calls for the vote. Vote – 5 in favor, 1 member opposed (Councilmember Black) and 1 member absent (Councilmember Baeza). MOTION PASSED.

- C. Information, discussion and possible action:** To approve payment application for Curtis, Goodwin, Sullivan, Udall and Schwab, subject to funding agency concurrence, in the amount of \$15,400.41 for Legal Services, as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly states that he has reviewed this billing and has no issues with it. Mayor Castaneda motioned to approve payment application for Curtis, Goodwin, Sullivan, Udall and Schwab, subject to funding agency concurrence, in the amount of \$15,400.41 for Legal Services, as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Reiman. Mayor Castaneda calls for the vote. Vote – 5 in favor, 1 member opposed (Councilmember Black) and 1 member absent (Councilmember Baeza). MOTION PASSED.

- D. Information, discussion and possible action:** To approve payment application #2 for Arizona Eastern Railway Company, subject to funding agency concurrence, in the amount of \$1,191.24 for application fees for use of railway property for proposed sewer improvements, as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council and reviews the payment application. Discussion regarding the county and city sales tax. It is explained that once it is paid the Town will get the money back. Councilmember Dalley motioned to approve payment application #2 for Arizona Eastern Railway Company, subject to funding agency concurrence, in the amount of \$1,191.24 for application fees for use of railway property for proposed sewer improvements, as recommended by the Wastewater Advisory Board. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 5 in favor, 1 member opposed (Councilmember Black) and 1 member absent (Councilmember Baeza). MOTION PASSED.

- E. Information, discussion and possible action:** To approve contract with Dennis L. Lopez and Associates in the amount of \$19,600, subject to funding agency concurrence, as recommended by the Wastewater Advisory Board. This Contract includes funds for completing restricted appraisals for the Phase 3-5 easements.

Town Manager Heatherly presents this item to Council. Brief discussion regarding easements and the number of easements left to do. Town Manager Heatherly states that there are 61 easements for Phases 3-5. Mayor Castaneda motioned to approve contract with Dennis L. Lopez and Associates in the amount of \$19,600, subject to funding agency concurrence, as recommended by the Wastewater Advisory Board. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 5 in favor, 1 member opposed (Councilmember Black) and 1 member absent (Councilmember Baeza). MOTION PASSED.

- F. Information, discussion and possible action:** To approve AMEC Contract Amendment No. 24, subject to USDA concurrence, to modify Contract Amendment No. 24 based on comments received from USDA, as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council and states that the Wastewater Advisory Board requests Council to table this item. Mayor Castaneda motioned to table AMEC Contract Amendment No. 24, subject to USDA concurrence, to modify Contract Amendment No. 24 based on comments received from USDA, as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Reiman. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED – ITEM TABLED.

- G. Information, discussion and possible action:** To approve Special Event Liquor License application from United Fund of Globe/Miami for 50<sup>th</sup> Anniversary Celebration to be held Friday, November 7, 2014; 6:00 p.m. to 8:30 p.m.; at Bullion Plaza Gym, 150 N. Plaza Circle, Miami, AZ.

Ms. Linda Gross with the United Fund presents the request to Council. Councilmember Black motioned to approve Special Event Liquor License application from United Fund of Globe/Miami for 50<sup>th</sup> Anniversary Celebration to be held Friday, November 7, 2014; 6:00 p.m. to 8:30 p.m.; at Bullion Plaza Gym, 150 N. Plaza Circle, Miami, AZ. Motion seconded by Councilmember Gonzales. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

- H. Information, discussion and possible action:** To accept class of Miami High School Class of 1964 gift to the Town of Miami and the Miami Memorial Library.

Presentation of gift - a large 3 piece, free standing photo of the Miami High School was presented to Council by Ms. Delvan Hayward, on behalf of the Class of 1964. Ms. Hayward comments regarding the Class of 64 reunion. The photo will be kept at the Miami Library and it is totally portable. It can be checked out for use at various events. Ms. Hayward reads the Miami High School Alma Mater. Councilmember Black motioned to accept the gift. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

- I. Information, discussion and possible action:** To review and give direction to staff regarding out-sourcing trash and solid waste collection services and a proposal from Right Away Disposal to supply such services to the Town of Miami.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly explains that Right Away Disposal does this service for the City of Globe. Right Away Disposal submitted the proposal to the Town Manager and he wanted to bring it before Council to find out what they thought about the proposal. Town Manager Heatherly explains how the billing process would work if the Town were to enter into an agreement. Town Manager Heatherly explains that this is just informational, he is not making any suggestions or recommendations to Council at this time. No action taken at this time.

**J. Information, discussion and possible action:** To approve the issuance of Town sponsored credit cards to designated Town employees issued by Bank of the West.

Town Manager Heatherly present this item to Council. Town Manager Heatherly explains how the Town is currently operating; using debit cards, he goes on to explain that switching from the debit card to a credit card would provide more internal controls on spending. Town Manager Heatherly explains the controls and limits that are being placed on the cards. The cards will be monitored on a monthly basis. Brief discussion regarding who will be issued a card and why such employee would need a credit card. Brief discussion regarding monitoring the cards due to past issues and misspending. Vice Mayor Hanson motioned to approve the issuance of Town sponsored credit cards to designated Town employees issued by Bank of the West with a six (6) month review. Motion seconded by Councilmember Dalley. Mayor Castaneda calls for the vote. Vote – 4 in favor, 2 members opposed (Councilmember Black and Councilmember Gonzales) and 1 member absent (Councilmember Baeza). MOTION PASSED.

**K. Information, discussion and possible action:** To direct the Town Manager to negotiate with Economist.com and initiate a utility Rate Study for the Town of Miami.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly explains this is a requirement from USDA in order for the Wastewater Project to continue moving forward. Audits and obtaining the right-of-ways are also required from USDA. It is explained that USDA figured out that the Town did not meet the original requirements for the project. Town Manager Heatherly explained that he asked USDA what they Town could do or needs to do to keep the project moving forward. It was explained that in the past the Town had a rate study done and that only one rate increase took place, now the Town has to do another rate study and follow through with the rate increases. Town Manager Heatherly explains that this is the last shot the Town has at keeping the project moving forward. Discussion regarding minimizing the effect to the citizens. Discussion regarding the cost of the rate study. Discussion regarding the Town's inability to collect on sewer fees. Discussion regarding the outstanding utility debt and how the trend is increasing. Brief discussion regarding the requirement of getting the audits caught up. Brief discussion regarding the possibility of the Town not being able to pay for the audits, why pay for a rate study until the Town knows it can pay for the audits; why move forward. Vice Mayor Hanson motioned to direct the Town Manager to negotiate with Economist.com and initiate a utility Rate Study for the Town of Miami. Motion seconded by Councilmember Dalley. Mayor Castaneda calls for the vote. Vote – 4 in favor, 2 members opposed (Councilmember Black and Councilmember Gonzales) and 1 member absent (Councilmember Baeza). MOTION PASSED.

**10. CALL TO THE COUNCIL:** No response.

11. **ADJOURNMENT:** Councilmember Black motioned to adjourn the meeting. Motion seconded by Vice Mayor Hanson. Mayor Castaneda calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Baeza). MOTION PASSED.

Adjourned 8:26 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special meeting of the Town Council of the Town of Miami, AZ held on the 27th day of October 2014.

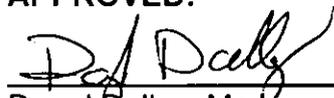
I further certify that the meeting was duly called and that a quorum was present.

DATED this 10<sup>th</sup> day of November 2014.



Karen Norris, Town Clerk

**APPROVED:**



Darryl Dalley, Mayor