

# MINUTES

## TOWN OF MIAMI

### REGULAR MEETING OF THE MAYOR AND COUNCIL MONDAY, DECEMBER 11, 2017 AT 6:30 PM

#### 1. CALL TO ORDER:

Mayor Dalley calls the meeting to order at 6:30 pm.

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

Mayor Dalley led the pledge of allegiance. Councilmember Medina led the invocation.

#### 3. ROLL CALL OF COUNCIL MEMBERS:

**PRESENT:** Mayor Dalley, Councilmember Castaneda, Councilmember Hanson, Councilmember Mancha II and Councilmember Medina.

**EXCUSED:** Vice Mayor Gonzales and Councilmember Black.

**STAFF PRESENT:** Town Manager Heatherly, Town Attorney Smiley, Town Clerk Norris, Police Chief Preston, Librarian Delvan Hayward, Senior Center Director Kristy Regalado, Finance Clerk Maria Lopez and Utility Coordinator Tash Jerrols.

#### 4. CONSENT AGENDA:

- A. Consideration and possible action to approve Minutes of the November 27 2017 Regular Council Meeting.
- B. Consideration and possible action to approve the Town Payroll for December 3, 2017.
- C. Consideration and possible action to approve Town of Miami's 100<sup>th</sup> Anniversary Proclamation.

Mayor Dalley moves to pull Item C from the Consent Agenda for discussion and a separate vote. Seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

Councilmember Castaneda moved to approve consent agenda items A and B. Seconded by Councilmember Mancha II. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

Mayor Dalley comments on some of the changes he made to the proclamation. Brief discussion regarding improvements to the museum and bringing the train back after 75 years, that should be in the proclamation. Mayor Dalley moved to table Item C and have

Councilmembers get with the Town Manager to give their input as to what they want put in the proclamation. Seconded by Councilmember Mancha II. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black).  
MOTION PASSED – ITEM TABLED.

**5. APPROVAL OF DEMANDS AND PRESENTATION OF BUDGET REPORTS:**

- A.** Consideration and possible action to approve the General Demands for November 25, 2017 to December 7, 2017.

Councilmember Castaneda moved to approve general demands for November 25, 2017 to December 7, 2017. Seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black).  
MOTION PASSED.

- B.** Review and discussion of Accounts Payable Aging Report through November 2017.

No questions or comments on this report.

- C.** Review and discussion of Revenues/Expenditures report for activities of November 2017.

Town Manager Heatherly briefly reviews the revenues report. Town Manager Heatherly reviews the expenditure report, we are still a little bit below the budget, which is a good thing. At this time he sees nothing alarming to bring to Council's attention.

- D.** Review and discussion of the recap of financial activity report for November 2017.

Town Manager Heatherly briefly reviews the recap of financial activity for the month of November 2017. Town Manager Heatherly explains why the billings are down on the courier service.

**6. REPORTS / RECOGNITIONS:**

- A.** Department Reports.

Librarian Delvan Hayward gives the Library report on statistics and activity for November 2017.

Kristy Regalado, Senior Center Director gives the Senior Center report on statistics and activity for November 2017.

Police Chief Preston gives the Police Department report on activity and statistics for November 2017.

Tashiana Jerrols, Utility Coordinator, reports on the utility account billing activities and monthly statistics for November 2017.

## **B. Town Manager Report.**

Town Manager Heatherly reports that the Public Works Department has put up the Christmas decorations on Sullivan Street. Public Works is working on Sullivan Street just passed Reppy, taking the fencing out and removing all the fallen rocks, sand and debris and will then put that fence back up. The auditors were here today and will be here for the next two days. Reports that in speaking with auditor Scott Powell, he states that the Town has gotten a lot better and he was happy with the improvements.

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

Councilmember Hanson states that the Miami and Claypool holiday lighting contest is still on and they should begin judging the week of Christmas. Reports that Miami Genesis Board voted to provide the Town of Miami with a lift to put up the Christmas decorations. Gives a brief update on the Bullion Plaza Lighting Project and gives thanks to all the partners for helping to make this project a success.

Councilmember Medina states that there have been some issues with the Boomtown Spree Event and is not sure that it will be held this upcoming year. He will have more information regarding this by the end of the month. As a Plan B, may work in conjunction with the Centennial Committee to have a booth or a small Boomtown Spree Event in conjunction with the Centennial Event.

Mayor Dalley announces the Miami High School Winter Formal will be at the Bullion Plaza Gym again this year, it will be held December 21, 2017. Comments that the Police Department looks great with the new paint job. Mayor Dalley comments briefly regarding some medical issues he has been having and that is why he has been spending more time in the valley. Wishes everyone a Merry Christmas.

## **7. CALL TO THE PUBLIC:**

Mrs. Sharon Licano, Miami resident, announces Small Town Christmas this Saturday from 10:00 a.m. to 2:00 p.m.; everyone is invited to attend the event.

## **8. UNFINISHED BUSINESS:**

## **9. NEW BUSINESS:**

- A. Information, discussion and possible action:** To approve to provide support, assistance and proclamation for the upcoming Water Ways Exhibit at Bullion Plaza Museum.

Mr. Tom Foster of the Bullion Plaza Museum presents this item to Council. Mr. Foster states that there is a Water Ways Docent Handbook included in the Council packets for information regarding the exhibit. Mr. Foster states that the Exhibit will open at the museum on the 22<sup>nd</sup> of September 2018 and be ending on November 4<sup>th</sup>, 2018. Mr. Foster explains that it is a large,

interactive exhibit. Mr. Foster explains that there are 20 crates that house the exhibit, they are various dimensions of square and rectangular. As one of the request for support from the Town is to help with climate controlled storage of the crates while the exhibit is here. Mr. Foster was thinking that the stage area in the gym would be enough room to store the crates. Mr. Foster shows a photograph of what one of the exhibits will look like. The exhibit will be in the Copper Room in the museum. Mr. Foster states that he will draft a proclamation to bring to Council for consideration at a later date. Discussion, comments and concerns in regards to storing the crates in the gym. Mayor Dalley asks if Mr. Foster can give them the dimensions of the crates so we have an idea of the amount of space needed for storage of the crates. Town Manager Heatherly states that they can get with Mr. Foster and go to the gym and look for a place to store the crates in a more secure area, there should be plenty of room for storage, other than storing them on the stage area. Councilmember Mancha II moved to approve to provide support, assistance and proclamation for the upcoming Water Ways Exhibit at Bullion Plaza Museum with the stipulation of finding room and places to hide it (the crates) other than the stage. Seconded by Councilmember Hanson. Town Attorney Smiley states that Council cannot approve the proclamation until it is provided to them for approval. Councilmember Mancha II strikes the work proclamation from his motion. Seconded by Councilmember Hanson. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

**B. Information, discussion and possible action:** To adopt a Notice of Intent to increase Wastewater Rates and set February 12, 2018 as the date for a public hearing on the proposed increase pursuant to A.R.S.§9-511.01 and to direct the Town Clerk to post and publish the Notice as required by law.

Ms. Tashiana Jerrols presents this item to Council. Ms. Jerrols states that the Town is proposing the rate increase in order to keep in compliance with the USDA Covenants in place with the Town of Miami. These rates are based on a Wastewater Rate Study done by economists.com in December 2014. Mayor Dalley comments regarding the yearly increases; the Town is doing them in small yearly increases instead of one big increase. Discussion regarding how often and how long these yearly increases will happen; will it reach a cap on the increases. Town Manager Heatherly explains that there is not any essential earmark cap to the rate. At some point in time we will look at where we are at with customers, what are we charging and what is it costing us to operate. We use the study that was done by economists.com as a guideline for making that determination. Councilmember Mancha II states his concerns regarding the continual yearly rate increases. Councilmember Castaneda moved to adopt a Notice of Intent to increase Wastewater Rates and set February 12, 2018 as the date for a public hearing on the proposed increase pursuant to A.R.S.§9-511.01 and to direct the Town Clerk to post and publish the Notice as required by law. Seconded by Councilmember Mancha II. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

**C. Information, discussion and possible action:** To reschedule or cancel the Town of Miami Regular Council meeting of December 25, 2017 due to it falling on Christmas Day.

Councilmember Hanson moved to cancel the Regular Council meeting of December 25, 2017 due to it falling on Christmas Day. Seconded by Councilmember Mancha II. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

**D. Information, discussion and possible action:** To direct staff to prepare and publish, pursuant to A.R.S. §499.15 a notice of the Town's intent to establish a fee for exploratory drilling permits.

Town Manager Heatherly presents this item to Council and explains that we slipped up and did not bring the rates back to Council for approval after Council approved the expletory drilling ordinance in May of 2015. Brief discussion regarding the proposed rates and if they are reasonable. Town Manager Heatherly states that he believes the rates are reasonable. Brief discussion regarding the proposed rates. Councilmember Hanson moved to direct staff to prepare and publish, pursuant to A.R.S. §499.15 a notice of the Town's intent to establish a fee for exploratory drilling permits. Seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 5 in favor, 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

**E. Information, discussion and possible action:** Review report from Capstone Engineers regarding current status of the Hostetler pool and provide direction to staff as to how to proceed in light of the findings.

Town Manager Heatherly presents this item to Council and gives thanks to Capstone for their structural engineers doing the inspection of the pool facilities for the Town. Town Manager Heatherly explains that their findings, along with some other needed repairs come to a total cost of \$122,000.00. Town Manager Heatherly states that the Town of Miami does not have \$122,000.00 so what he would probably suggest would be to put a letter together and send it out to organizations around town to see what type of financial support we can get. Town Manager Heatherly states that this would need to be done fairly quickly in order to get the necessary work done in time for the pool to open in May. Open discussion and comments regarding where the community is with the aquatic center; how far out is that project. Discussion regarding having some of the work done as "in kind" or a donation type basis in lieu of monetary donation. Councilmember Castaneda moved to direct staff to take the first step in seeing what is involved in looking for sources and seeing what our position is in making these improvements that are absolutely have to happen for our town pool. Seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

- F. Information, discussion and possible action:** Review proposal from Gila County regarding the outstanding balance for Magistrate services. Provide direction to staff to proceed with Option 1 or Option 2 for outstanding balance and for billing proposal for the new IGA.

Town Manager Heatherly presents this item to Council and gives a brief history of this item. Gila County agreed to review how the magistrate fees were calculated. They essentially came up with two different things. One would be to work on the past due balance and the second one would be is how to calculate the terms of the new IGA. Town Manager Heatherly states the County proposed two different options. We owe the County roughly \$254,000.00. Option one is that they would reduce it to a certain amount. Town Manager Heatherly reviews Option two which would reduce the amount owed to \$152,968.00. The second part of this item is the County wants to renew the magistrate services contract with the Town. Town Manager Heatherly suggests doing the contract on a flat rate basis. Discussion regarding how many cases the magistrate does for the Town on a monthly basis; Town Manager Heatherly states approximately 120 to 170 cases a month. Discussion regarding the budget and expenses, the Town would actually make a little bit by going this route. Councilmember Hanson moved to opt for Option 2. Seconded by Councilmember Mancha II. Councilmember Castaneda questions how long this will be for. Town Manager Heatherly states we will stay with the current agreement until July because the County wants to say on a fiscal year basis with this. Mayor Dalley calls for the vote. Vote 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

- G. Information, discussion and possible action:** Discussion and possible appointment of members to the Strategic Planning and Budgeting Committee.

Town Manager Heatherly presents this item to Council and comments on the 2018 Municipal Policy Statement information he put in the Council packets. This Statement talks about general fund expenses and how they are broken down by departments and where the revenue comes from to fund that. Town Manager Heatherly comments on the accounting principles handout that is in the packet as well. Wants to start training the staff to be more knowledgeable about fund accounting and not to be comingling funds. This is to help educate Council to make informed decisions. Town Manager Heatherly comments that he had more people volunteer to be on the committee than he originally wanted, so now he wants to try a different approach and break up the Council. There will be two different groups working on the strategic planning and budgeting. One will be for the administrative side and one for the operations side. For the administration side of the committee he would like to have Mayor Dalley, Councilmember Castaneda, Councilmember Mancha II, Town Clerk Karen Norris, Jennifer Underwood, Maria Lopez, Josh Derhammer, Tashiana Jerrols and Kristy Regalado. For the operations side of the committee he would like to have Vice Mayor Gonzales (when available), Councilmember Medina, Councilmember Hanson, James Durnan, Myrna Flores, Tom Moreno, Richard Cluster, Tonya Johnston and Delvan Hayward. Town Manager Heatherly comments on the administrative vs the operation side of the groups. Town Manager Heatherly talks about assets, liabilities, debits and credits. Wants staff to know the difference between a trial balance and a financial statement. Wants to get into everything, including manpower, insurances, where we buy gas, chemicals, maintenance programs for equipment, plant, etc. Discussion regarding what it is the committees are expected to do. The Council's role is more being there,

to see the process and being involved in the conversation, not to do a lot of the leg work, that is staffs job. This is more for Council to gain some knowledge as to what is going into this. Councilmember Castaneda moved to approve the strategic planning and budgeting committee made up of the members recommended by the Town Manager. Seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote 5 in favor and 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

**H. Information and discussion only:** Update on the current status and progress of sewer project Phases 3-5.

Town Manager Heatherly explains that we are starting to see some progress here with Phases 3-5. The request for bids ad went out in the paper on December 6<sup>th</sup>. The pre-bid contractor meeting is December 19<sup>th</sup> at 2:00 p.m. here at the Townhall Council Chambers. The bids are due back on January 18<sup>th</sup> by 2:00 p.m. They will be opened and read aloud that same day here at the Townhall Council Chambers. We are planning to issue the Notice to Proceed on February 20<sup>th</sup>.

**10. CALL TO THE COUNCIL:**

Mayor Dalley wishes everyone a Merry Christmas.

Councilmember Medina thanks those who stayed for the entire meeting.

**11. ADJOURNMENT:**

Councilmember Castaneda moved to adjourn the meeting. Seconded by Councilmember Hanson. Mayor Dalley calls for the vote. Vote – 5 in favor, 2 members excused (Vice Mayor Gonzales and Councilmember Black). MOTION PASSED.

Meeting adjourned at 8:24 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular meeting of the Town Council of the Town of Miami, AZ held on the 11<sup>th</sup> day of December, 2017.

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

DATED this 8<sup>th</sup> day of January 2018.

  
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Karen Norris, Town Clerk

**APPROVED:**

  
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Darryl Dalley, Mayor