

# MINUTES

## TOWN OF MIAMI

### REGULAR MEETING OF THE MAYOR AND COUNCIL MONDAY, FEBRUARY 9, 2015 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, followed by Councilmember Medina leading the invocation.

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

**PRESENT:** Mayor Dalley, Vice Mayor Reiman, Councilmember Castaneda, Councilmember Gonzales, Councilmember Hanson and Councilmember Medina.

**ABSENT:** Councilmember Black.

**STAFF PRESENT:** Town Manager Heatherly, Town Attorney Smiley, Town Clerk Norris, Finance Director Rachelle Sanchez, Librarian Delvan Hayward, Engineering Department Paul Curzon, Public Works Director Wes Sukosky and Police Chief Gillen.

**4. CONSENT AGENDA:**

- A. Consideration and possible action to approve Minutes of the January 26, 2015 Special Council Meeting.
- B. Consideration and possible action to approve the Town Payroll for January 5, 2015 to January 18, 2015.

Vice Mayor Reiman motioned to approve the consent agenda. Motion seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Black). MOTION PASSED.

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

- A. Consideration and possible action to approve the General Demands for January 22, 2015 to February 4, 2015.

Brief questions and answers regarding various demands. Councilmember Gonzales questions the gaps in the check numbering sequence. It was explained that was because some of the checks were approved and paid at a prior Council meeting. Councilmember Gonzales asks for clarification of the procedure for payment of invoices. Town Manager Heatherly explains that right now it is sporadic, but staff is working on a payment schedule for all vendors, this should clear up the mess in the accounts payable department. Councilmember Medina motioned to approve the general demands

for January 22, 2015 to February 4, 2015. Motion seconded by Councilmember Hanson. Mayor Dalley calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Black). MOTION PASSED.

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

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

Police Department, Police Chief Gillen reports on statistics and activities.

Public Works Department, Public Works Director Sukosky reports that his crew has had a busy week with the recent rains. Thanks employees Wendon Dalley and Tylor Schlink for putting in the long hours to keep the sewer plant under control. Reports on repairs of broken sewer lines around town and the crew will continue to work on cleaning up the streets.

Engineering Department, Paul Curzon reports that he has been researching an IGA with ADOT for bridge inspections, has a meeting with TTAC and CAG this Thursday, working with CAG on exploring some Safety money. Mr. Curzon gives a brief update on the Merritt Ramp Project. Reports on gathering pool data, working on lock applications for the Town facilities and gives a brief update on the sign project.

Library, Delvan Hayward reports on library statistics and activities. Gives a brief report on donations to the library and gives thanks for the donations. Thanks Mayor Dalley for his assistance in bringing in a contact person to look at a piece that she has been researching. Reports that Federal and State tax forms are now available at the library. Ms. Hayward also gives thanks to her library volunteers. Reports that Mr. John Michael Benson has completed organizing the photos for digitizing.

Senior Center, Rashele Highbaugh reports that the Valentines Celebration will be this Thursday; does not think that Mr. Sanchez's band will be playing this year due to a member's illness. Also, they will be crowning a King and Queen. They will be conducting blood pressure checks and having a nutritional presentation. Reports on the Centers statistics and activities.

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

Town Manager Heatherly reports that the past audits are progressing, the Town has hired a Utility Coordinator who will be starting next week, he is continuing to work with Tri-City Fire on a fire support contract, reports on the renewal discussion of the courier service contract with City of Globe and continuing discussions with Tri City Sanitary District and USDA regarding options for the Tri City Sanitary District. Reports that the drawings for the expansion of the hospital have been approved, reports on discussions with WIFA to finalize the "non compliance" issues on the loan with them. Reports that Freeport will be having a training session for entities that will be requesting monies from their Community Development grant; if you are requesting funds you will be required to attend the training.

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

Councilmember Medina comments briefly regarding the groundbreaking ceremony at the hospital.

Mayor Dalley comments regarding a CAG meeting, reports that the Annual League Conference will be in August again this year and reports that Public Works Department has been very busy at the dump station. Mayor Dalley also gives thanks to the volunteer fire department for their response to the fire on Canyon Avenue on Friday.

7. **CALL TO THE PUBLIC:** No response.

8. **UNFINISHED BUSINESS:**

9. **NEW BUSINESS:**

**Mayor Dalley states that he has a family emergency in the valley and would like to motion to bring Items C and D to the beginning of New Business and to go into Executive Session. Motion seconded by Councilmember Medina. Vote – 6 in favor and 1 member absent (Councilmember Black). MOTION PASSED**

**Recessed into executive session at 7:00 p.m.**

**C. Information, discussion and possible action:** To recess into and hold executive session:

- a) Pursuant to A.R.S. §38-431.03 (A) (1) for discussion or consideration of employment, assignment, salary, promotion, demotion or discipline of the performance of Town Clerk, Karen Norris.

Return from executive session at 7:12 p.m. All Councilmembers present and Councilmember Black is absent.

**D. Information, discussion and possible action:** To approve renewal of employment contract for Town Clerk, Karen Norris.

Councilmember Hanson motioned to approve Ms. Norris's contract for 24 months, as is, no changes but one addition to cover all membership dues and fees for training. Motion seconded by Councilmember Castaneda. Mayor Dalley calls for the vote. Vote – 6 in favor and 1 member absent (Councilmember Black). **MOTION PASSED.**

7:13 p.m. Mayor Dalley excuses himself from the meeting and hands over the gavel to Vice Mayor Reiman.

**A. Information, discussion and possible action:** To approve use by Miami Arts Commission the following Town facilities in conjunction with the Miami Art Walk:

- a) On March 20, 21 and 22, 2015 – Fitzpatrick/Barcon Building;
- b) On March 21, 2015 – Veterans Memorial Park

It is noted that Mr. Coates is not present to present this item to Council or answer any questions that they may have. Councilmember Hanson motioned to table this item until the next Council meeting. Motion seconded by Vice Mayor Reiman. Vice Mayor Reiman calls for the vote. Vote – 5 in favor

and 2 members absent (Mayor Dalley and Councilmember Black). MOTION PASSED – ITEM TABLED.

- C. Information and discussion only:** To review and discuss existing sewer collection process and new procedures/process for updating existing customer data base files.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly states that the newly adopted rates become effective March 1, 2015. Town Manager Heatherly reviews the current balance of accounts receivable for the sewer and garbage accounts; comments regarding the total open accounts, accounts on final bill status and problematic accounts. Town Manager Heatherly reviews the current billing dollar amount of \$45,430.00 and past due amount of \$510,912.00. Town Manager Heatherly states that the Town currently has 1,168 open utility accounts; explains that the town has not been diligent in looking at closed accounts and new accounts. Town Manager Heatherly comments regarding the need to identify all existing customers and the importance of having Casselle come here to train staff on the Casselle utility billing system. Discussion regarding comparing the Town's customer listing with the Arizona Water Company's customer listing; this will help in identifying current customers and additional information that will be needed to update the Town's system. Discussion regarding updating the Town's utility customer application form and charging a new account deposit; this will include requesting more information from the customer. Discussion regarding the Town's current utility ordinances and how they clearly define the process if or when a customer does not comply with the ordinance. Staff is establishing a monthly account review process which will be compared to the report from Arizona Water Company. Discussion regarding the definitions of trash, garbage and bulk trash. Discussion regarding the process and timeline for collections of accounts past due. Discussion regarding the additional fee for customers who are outside of the Town limits. Brief discussion regarding late fees; those will be in resolution form and will soon come before Council for discussion and approval. Open discussion and comments regarding the process of putting liens on properties that have not paid on their utility accounts. Discussion regarding how the Town identifies who pays for and get bulk trash services; issues with people who don't pay for the service but still are using it. Discussion again regarding the distinction between trash, garbage and bulk trash. Discussion regarding procedures for handling customers who have a true hardship and cannot pay their bill. Councilmember Gonzales comments that this seems like an overwhelming process; will the new employee have help getting this all started and in place. Town Manager Heatherly comments that she will have help and training but it will take some time to get it all in place and the kinks worked out. Open comments and discussion again regarding the current balance of accounts and current billing estimates of annual income. It is pointed out that it seems that the Town could be around six years behind in collections of past due accounts. Discussion and comments regarding the final billing and charges. Town Manager Heatherly stresses that it will be very important for staff to stay on top of the utility billing and monitoring of the accounts so that the Town does not fall back into this kind of mess. Town Manager Heatherly explains because of the past issues it just goes to show that the Utility Coordinator position is an important position, there is a lot more to it than just a billing clerk. No action taken on this item.

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

**11. ADJOURNMENT:**

Councilmember Castaneda motioned to adjourn the meeting. Motion seconded by Councilmember Medina. Vice Mayor Reiman calls for the vote. Vote - 5 in favor and 2 members absent (Mayor Dalley and Councilmember Black). MOTION PASSED.

Meeting adjourned at 8:12 p.m.

**CERTIFICATION:**

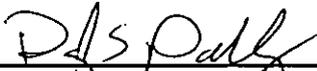
I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular meeting of the Town Council of the Town of Miami, AZ held on the 9<sup>th</sup> day of February, 2015.

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

DATED this 23<sup>rd</sup> day of February 2015.

  
\_\_\_\_\_  
Karen Norris, Town Clerk

**APPROVED:**

  
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Darryl Dalley, Mayor

10  
17