

MINUTES

TOWN OF MIAMI SPECIAL MEETING OF THE MAYOR AND COUNCIL MONDAY, DECEMBER 28, 2015 AT 6:30 P.M.

1. CALL TO ORDER:

Mayor Dalley called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE/INVOCATION:

Mayor Dalley led the pledge and Councilmember Medina led the invocation.

3. ROLL CALL OF COUNCILMEMBERS:

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

Staff Present: Town Manager Heatherly, Town Attorney Smiley, Town Clerk Norris, and Police Chief Gillen.

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 December 14, 2015 Regular Meeting.

B. Consideration and possible action to approve the Town Payroll for December 06, 2015.

Councilmember Medina motioned to approve the Consent Agenda. Motion seconded by Councilmember Hanson. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

5. APPROVAL OF DEMANDS:

A. Consideration and possible action to approve the General Demands for December 09, 2015 to December 22, 2015.

Brief discussion and explanation of various demands paid and use of the Town of Miami credit card assigned to employees who no longer work for the Town. Councilmember Medina motioned to approve the general demands for December 09, 2015 to December 22, 2015. Motion seconded by Councilmember Castaneda. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

6. REPORTS / RECOGNITIONS:

A. Department Reports:

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

Mr. Dale Metz of the Engineering Department briefly reports on catching up on obtaining the necessary easements and getting back up to speed on the project since he was last here.

B. Town Manager Reports:

Town Manager Heatherly comments briefly regarding working on three easement reevaluations. The heaters are still out at the library and have ordered a new motor for one of the heaters. The Engineering Department has been working on the Merritt Ramp Project. Reports that Public Works Department has been making major strides and have all the Town vehicles maintenance up to date and have been cleaning up the public works yard. Reports on the vandalism at the Public Works yard; someone damaged some of the Town vehicles by throwing rocks at them. Reports that the negotiations with Tri-City Sanitation have been put on hold at their request. Reports on repair of a large pothole on Rose Road. Reports on vandalism to a couple of Kinkaid's excavators; someone threw rocks at those as well, breaking the windshields on both of them. Reports that he is continuing to work on the financial controls and working on policies and procedures. Reports that he has been working on getting material to fill potholes throughout the town but this will have to wait a little bit until the town gets use of the public works yard; as soon as the APS cleanup is complete.

C. Mayor/Council Reports:

Councilmember Medina reports on the Small Town Christmas Event. Thanks to Sharon Licano for coordinating the event. Gives thanks to the Globe Moose Lodge men and the women of the White Mountain Chapter 2325 for volunteering and donation of time and money. Reports briefly on the Boomtown Spree; a very short time to prepare for the event. Target date is set for Saturday, April 16, 2016. The Boomtown Spree webpage is down so they are looking to get the word out through other social media. Working on putting together various committees for the event and contact information.

Councilmember Gonzales thanks the Town of Miami and Miami Genesis for permitting the use of the Bullion Plaza Gym to the Miami senior and junior high school basketball teams to practice.

7. CALL TO THE PUBLIC:

Mrs. Sharon Licano, Miami resident, gives a brief report on the Small Town Christmas event; it was a big success. Thanks everyone for their donations and help with the event. Looking forward to doing it again next year.

8. UNFINISHED BUSINESS: None.

9. NEW BUSINESS:

- A. Information, discussion and possible action:** To approve payment application for Kinkaid Civil Construction, subject to funding agency concurrence, in the amount of \$354,661.07 for Phase 2 Construction Services (\$0.00 due from WIFA; \$354,661.07 due from USDA), as recommended by the Wastewater Advisory Board.

Town Manager Heatherly states that he would like to point out a revision to this item. Asking Council to approve the amount for \$85,298.52. They removed the items that were purchased as stock supplies that are located in the valley, could not get verification that those items were paid for so they were removed. Town Manager Heatherly states that he spoke with Mike Luker of USDA and they will not approve without verification. Councilmember Black asks if Council can change the amount and vote on it. Town Attorney Smiley states that yes they can lower it but cannot increase the amount. Councilmember Castaneda motioned to approve payment application for Kinkaid Civil construction subject to funding agency concurrence, in the amount of \$85,298.52 for Phase 2 Construction Services, \$85,298.52 due from USDA as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

- B. Information, discussion and possible action:** To approve payment application for AMEC, subject to funding agency concurrence, in the amount of \$59,482.39 for three months of Design, Program Management, and Construction Management Services (\$1,995.07 due from WIFA; \$57,487.32 due from USDA), as recommended by the Wastewater Advisory Board.

Councilmember Black asks if he can get a list of all payments made to AMEC and HilgartWilson by Friday. Town Manager Heatherly states that yes he can get him that information but not sure he can have it ready by Friday. Councilmember Castaneda questions if at any time was there an amount that was set for this project. Town Manager Heatherly states that he was not here at that time so he can't answer that. The pay apps. tell you what the original contract was, the change orders and now. We can get the necessary information and reconstruct the whole thing. Brief discussion regarding change order number 24. Councilmember Gonzales asks Town Manager Heatherly to explain what the \$30,473.20 is for; on line 24. Town Manager Heatherly explains that included review and processing of 10 shop drawing submittals, seven RFI's and four change order requests. Tasks also include a redesign of Canyon Avenue sewer alignment to address gas line conflict. Town Manager Heatherly states that this was approved by the Wastewater Advisory Board contingent that he gets with Southwest Gas because of the interference of the gas line on Canyon Avenue. In order to not stop the project while the Town figures out who is at fault for the conflict with the gas line, they approved this and the Town is going to go after Southwest Gas for us having to move the line that they put in where it was not supposed to be. This is to identify the issue and to keep the project going without a delay. Discussion and comments regarding this gas line issue; why was it not originally noted in the plans, who is at fault etc. Councilmember Gonzales asks if Town Manager Heatherly has met with Southwest Gas regarding this issue yet. Town Manager Heatherly states that he has not yet but AMEC has made contact. Town Manager Heatherly will be setting up a meeting, to try to resolve this issue, of 3 or 4 people and with Southwest Gas after the holiday. It is explained that the main issue is that AMEC presented plans to Southwest Gas and Southwest Gas did not inform AMEC that they have a line there and that AMEC would need to design around it. Vice Mayor Reiman

questions how much of this \$59,000.00 deals with the gas line issue. It is stated approximately \$10,000.00. Councilmember Castaneda motioned to approve payment application for AMEC, subject to funding agency concurrence, in the amount of \$59,482.39 for three months of Design, Program Management, and Construction Management Services (\$1,995.07 due from WIFA; \$57,487.32 due from USDA), as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 6 in favor and 1 member opposed (Councilmember Black). 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 \$2,328.96 for Legal Services (\$18.00 due from WIFA; \$2,310.96 due from USDA), as recommended by the Wastewater Advisory Board.

Town Manager Heatherly presents this item to Council, it was recommended for approval by the Wastewater Advisory Board. Most of these charges have to do with the Tri-City Sanitary issue. Councilmember Hanson motioned to approve payment application for Curtis, Goodwin, Sullivan, Udall and Schwab, subject to funding agency concurrence, in the amount of \$2,328.96 for Legal Services (\$18.00 due from WIFA; \$2,310.96 due from USDA), as recommended by the Wastewater Advisory Board. Motion seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

D. Information, discussion and possible action: To approve recommendations to repair sewer line in Mackey's Camp using project contingency funds to cover outlined specific repairs.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly explains that everyone knew that the Mackey's Camp area was of the highest concern in this project. Explains that Kinkaid had the line there re-scoped and it was determined that the lines were not in as good as shape as originally thought to be. Four options have been presented to Council: 1st tier repairs would be repair of pulled pipe joints allowing infiltration and correcting the upstream sag at a cost of \$55,279.00, 2nd tier repairs would be correcting sags to eliminate source of odors, the slopes with sags are still able to convey flow downstream at a cost of \$38,581.00, Manhole protection which is CMP pipe installed to surround manholes and void between CMP and manhole filled with concrete. This extra protection is designed to prevent the manhole sections from separating when wash is flowing at a cost of \$41,454.00 and finally pipeline replacement at a cost of \$311,640.00. The recommendation from AMEC and the Wastewater Advisory Board is to not replace the whole line – it does not need to be replaced. The recommendation is to do the tier 1 repairs and the manhole protection repairs. Councilmember Black comments that Mackey's Camp has always been a problem, he has voiced his opinion that the manholes need to be raised up and a diversion put in to protect the manholes. Open discussion regarding if the Town was to go with correction of sagging, how that would be done, would all the lines need to be dug up anyways. Discussion regarding why this was not brought to Council before the new manholes were put in. Mr. Brian McBride of AMEC comments regarding the history of the manholes and lines in the Mackey's Camp area. Explains the scoping of the lines and what they were looking for each time. AMEC was asked if there are any other things they could do to add more protection to the lines; lessen the risk of having to make major repairs to those lines out there in later years. If the Town decides to do nothing, AMEC is ok with that as the engineer. However, if the Town wants to lower its risk, they recommend to double protect the

manholes and repair the areas that have been identified as possible areas of concern. Brief discussion regarding the timeline of ProPipe doing the video of the lines and AMEC reviewing the video of that. Brian McBride explains that ProPipe was to scope the line only to find laterals and breaches in the line, which was in 2010. This time the line was scoped the company was asked to find areas of concern that might be a risk over the next 20 years. Discussion regarding the manholes already being done. Brian McBride explains that there will be no re-doing of anything to the manholes. The manholes will be raised up, an additional piece put in and encased the whole thing with cement, just to add an additional measure of protection. Councilmember Gonzales questions why was the manhole reinforcement not included in the original designed for phase 2, and why now? Brian McBride explains that they were asked how to reduce risk over the next 20 years, this is what they recommend. Also, he stands by the design as it is. If the Town wants to do nothing that is fine because the way it is designed and built, they will stand by that. Brian McBride states that if the Town wants to reduce its future risk, the identified tiers are the areas of concern that may somewhere down the line need a repair, so if you do it now under this contract it is less likely that you will have to do it in the next 20 years. Councilmember Hanson motioned to approve item D as stated. Motion seconded by Councilmember Medina. Discussion and comments as to why AMEC did not do this in the original design. Councilmember Castaneda asks if the motion is to do tier 1 and the manhole protection. (total \$96,733.00) Town Manager Heatherly states yes, that is the recommendation. Discussion regarding the contingency funds. There is an allowance for Mackey's Camp of approximately \$30,000.00 and the balance will come out of the overall phase 2 contingency which is approximately \$66,000.00 of \$720,000 some thousand dollars. Vice Mayor Reiman comments that he thinks it is better to pay for this increased protection out of the mostly grant monies with partial pay back than to later possibly have to pay for it at 100% funding. Mr. Jameson Owens of Kinkaid Civil Construction gives a project overview of the Mackey's Camp area, the public works yard and along US 60. Comments regarding utilizing the local resources and businesses and the local labor they have hired as well. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

E. Information, discussion and possible action: To approve Resolution No. 1166; acknowledging the request by Arlene L. Flores to donate certain real property to the Town; accepting the donation of said real property and authorizing the Town Manager and Town Attorney to acquire title to such real property on behalf of the Town.

Town Manager Heatherly presents this item to Council. This property is located on the hillside behind Gueyos and just east of the Police Department. Councilmember Black motioned to accept Arlene's kind offer of donating this property to the Town of Miami. Motion seconded by Councilmember Medina. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

F. Information, discussion and possible action: To review and approve proposed increased salary and wage labor cost to provide a one-time salary and/or wage enhancement to employees based on performance and position grade.

Town Manager Heatherly presents this item to Council and explains that he had included the funds in the budget to do the increases this fiscal year. Comments that the employee evaluation forms have been created and are ready for use. Town Manager Heatherly explains the procedure and criteria he used for determining how the increases will be given. The employee has to be a full time employee and have been employed with the Town for a minimum of one year. Town Manager Heatherly comments regarding bringing certain positions up into the proper pay range and also regarding the

purely performance increase. The percentages for the increase are 2.5%, 5% and 7%. Town Manager Heatherly comments regarding how performance will be measured. Brief discussion regarding possibly providing "bonuses" to employees as well. Councilmember Gonzales states he would like to have a copy of the Key Performance Indicators. No action taken on this item.

10. CALL TO THE COUNCIL:

Mayor Dalley thanks Brian McBride of AMEC, HilgartWilson and Jameson Owens for being present at this meeting. Mayor Dalley reminds everyone to have a safe and happy new year.

11. ADJOURNMENT: Vice Mayor Reiman motioned to adjourn the meeting. Motion seconded by Councilmember Castaneda. Mayor Dalley calls for the vote. Vote – 7 in favor. MOTION PASSED.

Adjourned 8:41 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 28th day of December 2015.

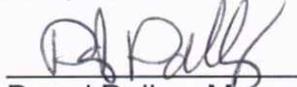
I further certify that the meeting was duly called and that a quorum was present.

DATED this 25th day of January 2016.



Karen Norris, Town Clerk

APPROVED:



Darryl Dalley, Mayor