

NOTICE OF SPECIAL MEETING AND EXECUTIVE SESSION AND REGULAR MEETING OF TOWN OF PARKER COMMON COUNCIL

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Town of Parker and to the general public that the Parker Common Council will hold (1) a Special Meeting and Executive Session for the purpose of interviewing applicants for Town Manager, and (2) its Regular Meeting, both open to the public, at Parker Town Hall at 1314 11th Street on February 20, 2024, at 4:00 p.m. Doors open to Council Chambers at 3:30 pm for public seating. As indicated on the agenda pursuant to A.R.S. § 38-431.03(A)(1), (3) and (4), the Parker Common Council may vote to go into executive session in its Special meeting, which will not be open to the public, to discuss certain matters. The public may be asked to temporarily relocate if an executive session occurs. The public will be invited back into Council Chambers when the Council returns from executive session. Due to interviews occurring in the Special Meeting before and after the Regular Meeting, the Parker Common Council will recess the Special Meeting to proceed with the Regular Meeting and resume the Special Meeting following adjournment of the Regular Meeting.

The agenda for the meeting is as follows:

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MINUTES

**TOWN OF PARKER COMMON COUNCIL
SPECIAL AND REGULAR COUNCIL MEETINGS
TOWN COUNCIL CHAMBERS
1314 11th STREET
TUESDAY, February 20, 2024 4:00 P.M.**

MAYOR'S ANNOUNCEMENT: Please silence or mute your electronic devices during the Council Meetings

CALL THE SPECIAL MEETING TO ORDER: Mayor Hartless called the meeting to order at

ROLL CALL OF COUNCIL: Mayor Hartless, Council Member Shontz, Council Member Hooper, Council Member Woodell, Council Member Daniels (arrived at 4:56 PM), Council Member De Leon, Absent Vice Mayor Lucas

Staff: Interim Town Manager/Community Development Director Nora Yackley, Town Clerk Amy Putnam, Chief of Police Michael Bailey, Public Works Director Steve Ziegler, Human Resource Director Jenaya Stringham, Library Manager Fenix Markel

Others Present: Omero Blake

AGENDA:

Discussion and possible action on the following item(s)

1. Interview and Consideration of Applicants for Town Manager. The Council may vote to discuss this matter in Executive Session pursuant to A.R.S. §38-431.03 (A)(1), (3) and (4).

Jenaya Stringham, Human Resources Director

MOTION: Motion to move into Executive Session
BY: CM Hooper
SECOND: CM Wooddell
APPROVE: With all others in favor; the motion passed

Council returned from Executive session at 5:57 PM and reconvened into Executive Session at 7:43 PM

2. Discussion and action to approve/deny the appointment of a Town Manager and direct the Town Attorney to negotiate the terms of the employment agreement. The Council may vote to discuss this matter in Executive Session pursuant to A.R.S. §38-431.03 (A)(1), (3) and (4). The Town Council may defer this action to a subsequent meeting.

Jenaya Stringham, Human Resources Director

MOTION: Motion to approve the appointment of Nora Yackely to the position and direct the Town Attorney to negotiate the terms of the employment agreement
BY: Mayor Hartless
SECOND: CM Hooper
APPROVE: With Council Member Daniels abstaining, Council Members Wooddell and DeLeon voting no and all others in favor; the motion passed

CALL THE REGULAR MEETING TO ORDER: Mayor Harless called the regular meeting to order at 5:58 pm

ROLL CALL OF COUNCIL: Mayor Hartless, Council Member Shontz, Council Member Hooper, Council Member Woodell, Council Member Daniels, Council Member De Leon, Absent Vice Mayor Lucas

Staff: Interim Town Manager/Community Development Director Nora Yackley, Town Clerk Amy Putnam, Finance Manager Meagan Poe, Chief of Police Michael Bailey, Public Works Director Steve Ziegler, Human Resource Director Jenaya Stringham, Library Manager Fenix Markel

Others Present: Melissa Newton, Mike Kelly, Deacon Daniel Beavers, Courtney Kom, Lee Ann Anderson, Omero Blake

PLEDGE OF ALLEGIANCE: Led by all in attendance

INVOCATION: Deacon Daniel Beavers

CALL TO THE PUBLIC:

There were 3 Calls to the Public.

Omero Blake noted that the Town's Meeting Minutes to be approved from February 6, 2024 are not on the Town's website as of yet.

Daniel Beavers invited Council Members to join the Parks & Recreation Department's Re-Grand Opening Celebration of the newly upgraded basketball courts on February 28, 2024 at 6:00 pm.

Courtney Kom requested support from the Council on a mural project at the PAACE Youth Center at Pop Harvey Park and thanked the Parker Police Department and the Parks & Recreation Board for all their help and support.

If you wish to address the Council during this meeting, please read and fill in the information on the "Call to the Public" form and hand it to the Town Clerk. Please limit your comments to a maximum of **3-minutes**.

CHAMBER DIRECTORS REPORT: Melissa Newton

Melissa thanked everyone for all the support in the community. She spoke about the recent WACE Conference she attended for Chamber Executives in the western states, stating it was a very good experience. The Downtown Experience is this weekend along with the Parker 500 Race. She thanked Parker Police Department and Public Works Department for all their support with these types of events and they wouldn't be able to take place without the departments helping out. The Downtown Experience is from 9-5.

CONSENT AGENDA:

All items in the Consent Agenda are considered to be routine or have been previously reviewed by the Council, and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests. If requested, the item will be removed from the Consent Agenda for separate discussion and action.

Approve the following:

- a. Town of Parker Meeting Minutes of June 27, 2023 (Absent CM Wooddell)

MOTION:	Motion to approve Meeting Minutes of June 27, 2023
BY:	CM Shontz
SECOND:	CM Daniels
APPROVE:	With CM Wooddell abstaining and all others in favor; the motion passed

- b. Town of Parker Meeting Minutes of September 5, 2023 (Absent CM Wooddell)

MOTION:	Motion to approve Meeting Minutes of September 5, 2023
BY:	Mayor Hartless
SECOND:	CM Shontz
APPROVE:	With CM Wooddell abstaining and all others in favor; the motion passed

- c. Town of Parker Meeting Minutes of November 21, 2023 (Absent Vice Mayor Lucas)

MOTION: Motion to approve Meeting Minutes of November 21, 2023
BY: CM Daniels
SECOND: CM Hooper
APPROVE: With all others in favor; the motion passed

- d. Town of Parker Meeting Minutes of December 5, 2023 (Absent Vice Mayor Lucas, CM Wooddell, CM Daniels)

MOTION: Motion to approve Meeting Minutes of December 5, 2023
BY: CM Shontz
SECOND: CM Hooper
APPROVE: With CM Woodell and CM Daniels abstaining and all others in favor; the motion passed

- e. Town of Parker Meeting Minutes of December 19, 2023

MOTION: Motion to approve Meeting Minutes of December 19, 2023
BY: Mayor Hartless
SECOND: CM Hooper
APPROVE: With all others in favor, the motion passed

- f. Town of Parker Meeting Minutes of February 6, 2024 (Absent Vice Mayor Lucas, CM DeLeon)

MOTION: Motion to approve Meeting Minutes of February 6, 2024
BY: CM Hooper
SECOND: Mayor Hartless
APPROVE: With CM De Leon abstaining; the motion passed

- g. Special Event Application and Street Closure submitted by Sarah Arango for Birthday Party March 16, 2024 from 3:00 PM to 10:00 PM (see attached map)

MOTION: Motion to approve Special Event Application and Street Closure submitted by Sarah Arango for Birthday Party March 16, 2024 from 3:00 PM to 10:00 PM
BY: CM De Leon
SECOND: Mayor Hartless
APPROVE: With all others in favor, the motion passed

REGULAR AGENDA:

Discussion and possible action on the following item(s)

1. Discussion and action to approve/deny Memorandum of Understanding with Western Arizona Council of Governments for the acceptance of a 2023 Ford F-150 for the Meals on Wheels program

Lee Ann Anderson, Parker Community Center/TOP CHOP Director

Parker Community Center/TOP CHOP Director is respectfully requesting Mayor and Council approval and appropriate signatures of the contract between the Town of Parker and WACOG regarding the lease of a 2023 Ford F-150 XL Truck. This truck has been purchased for the use of our Senior Center Nutrition Program. This vehicle will replace the chassis portion of the 2013 home-delivered meals refrigeration/freezer truck we use daily to deliver meals to the homebound seniors we serve throughout the county. The current truck is close to reaching 200k miles. Public Works Director Steve Ziegler and Lee Ann have worked closely with WACOG on a plan to obtain this truck through grant funds that WACOG was awarded. The new truck chassis and old truck with refrigeration unit will be delivered to Delivery Concepts in Indiana where they will go through the unit and bring it up to a like new condition and swap the unit from the old truck body to the new one. The fiscal impact will need to be determined and submitted for approval at a later date. The Town of Parker Attorney has looked over this contract and sees no issues with entering into the MOU.

MOTION:	Motion to approve Memorandum of Understanding with Western Arizona Council of Governments for the acceptance of a 2023 Ford F-150 for the Meals on Wheels program
BY:	CM Hooper
SECOND:	CM Daniels
APPROVE:	With all others in favor, the motion passed

2. Discussion and action to approve/deny agreement with Delivery Concepts, a sole source provider, for installation of a freezer box for the Meals on Wheels truck for \$21,029.00
Steve Ziegler, Public Works Director

Public Works Director Steve Ziegler respectfully requests Mayor and Council to authorize staff to have Delivery Concepts swap the freezer box and perform a service on it for \$21,029.00. On February 1, 2024, a new Ford F-150 XL truck provided by WACOG arrived at the Community Center. The new truck will replace the current Meals on Wheels truck which has nearly 200k miles on it. The freezer box will be removed from the old truck and installed on the new truck by Delivery Concepts which is the manufacturer of the freezer box. To perform this both trucks will be loaded onto a flatbed car trailer and hauled to Indiana. There they will remove the truck bed from the new truck, move the freezer box from the old truck, and install it on the new one. The new truck bed will then be installed on the old truck. Then Delivery Concepts will refurbish the freezer box, installing a new ¾ HP compressor, freezer plates, refrigeration plates, suspension lift kit, and a new door, then buff and wax the box. Both vehicles will be hauled back in the same manner. The fiscal impact is that the Community Center staff did not budget this item so the funds to pay for this will come from the General Fund Contingency. Mayor Hartless asked what the old truck with the new bed would be used for and Steve replied that he would like to use it in the Public Works Department but the truck belongs to WACOG so they would have to wait and see what they want it used for. Council Member Hooper asked if the \$21,029.00 included the freight and Steve replied yes, it includes the freight.

MOTION:	Motion to approve the agreement with Delivery Concepts, a sole source provider, for installation of a freezer box for the Meals on Wheels truck for \$21,029.00
BY:	CM Hooper
SECOND:	CM Shontz
APPROVE:	With all others in favor, the motion passed

3. Discussion and action to approve/deny agreement with Inland Potable Services Inc. to perform a 5-year inspection on all of the town water storage tanks for \$6300.00
Steve Ziegler, Public Works Director

Public Works Director Steve Ziegler respectfully requests the mayor and Council to authorize staff to hire Inland Potable Services, Inc. to perform the 5-year inspection on all of the Town's water storage tanks for \$6,300.00. American Water Works Association Standard D101-53 provides the guidance to perform tank inspection at a minimum of every 5 years. The Town's last tank inspection occurred in 2018-2019. The Town has 2 raw water storage tanks in Town 1 raw water and 1 potable water tank out at Parker South. Staff solicited quotes from Inland Potable Water Services, Inc. for \$6,300.00, Mountain West Tank Resources for \$12,000.00, and Rubicon Applied Divers for \$6,825.00. The fiscal impact is that this service will be paid out of the Water Department Operating Budget. Council Member Hooper asked if there was sand found in the bottom of the tanks, would they then inspect it and get them cleaned? Steve replied yes and they will record what they find.

MOTION:	Motion to approve the agreement with Inland Potable Services Inc. to perform a 5-year inspection on all of the town water storage tanks for \$6300.00
BY:	CM Shontz
SECOND:	CM Hooper
APPROVE:	With all others in favor, the motion passed

4. Discussion and action to approve/deny Operation Stonegarden grant application for overtime and mileage reimbursement funding for \$20,196.00
Michael Bailey, Chief of Police

Chief of Police Michael Bailey respectfully requests Mayor and Council approval to submit an application for the Operation Stonegarden Grant (OPSG) for \$18,231.00 in overtime funding and \$1,965.00 in mileage reimbursement funds for FFY2024-25. The department also requests approval to utilize the awarded funds if/when they become available. The OPSG Program supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and local, tribal, territorial, state, and Federal law enforcement agencies. The OPSG Program funds investments in joint efforts to secure the United States borders along routes of ingress from international borders to include travel corridors in states bordering Mexico and Canada, as well as states and territories with International water borders. Given our geographical proximity to the Mexican border and the passage of State Route 95 through our community, we find ourselves positioned as a corridor vulnerable to exploitation by human and drug traffickers. Through the OPSG grant, we endeavor to combat these criminal activities. The Parker Police Department is pursuing additional funding to support overtime for officers engaged in interdiction efforts along State Route 95. Additionally, we seek reimbursement for mileage incurred during these details. The fiscal impact is that this is a reimbursable grant. Council Member Hooper asked if the department submits for this grant every year. Michael replied yes, this is our second year. We were unable to use all the funds awarded last year and we need to submit this now due to it closing soon. Council Member De Leon asked what was the cause of not being able to use the funds awarded from last year. Michael replied, that Congress, didn't release the funds.

MOTION:	Motion to approve the Operation Stonegarden grant application for overtime and mileage reimbursement funding for \$20,196.00
BY:	CM Daniels
SECOND:	CM Shontz
APPROVE:	With all others in favor, the motion passed

5. Discussion and action to approve/deny Resolution 02-2024 Amending the Call to Election

Amy Putnam, Town Clerk

Town Clerk Amy Putnam respectfully requests the Mayor and Council to approve Resolution 02-2024 Amending the Call to Election. Amy explained to Council that on February 9, 2024, House Bill 2785 which is emergency legislation, was approved and that moves up the primary election from August 6, 2024, to July 30, 2024, to avoid missing federal deadlines to send ballots to military and overseas voters and for the State of Arizona to send its votes to the electoral college for President of the United States; the new 2024 primary election date of July 30, 2024 also moves up candidate and voter deadlines.

MOTION: Motion to approve Resolution 02-2024 Amending the Call to Election
BY: Mayor Hartless
SECOND: CM Hooper
APPROVE: With all others in favor, the motion passed

COUNCIL MEMBER/LIAISONS REPORTS WITH POSSIBLE TOPICS FOR DISCUSSION:

Chamber of Commerce and Tourism-CM Lucas + CM DeLeon
Joint Venture-CM Hooper + CM Shontz *Tribal Committee -Mayor Hartless + CM Daniels* *Parks & Recreation- VM Lucas + CM Daniels* *Senior Center-CM De Leon + CM Shontz* *Streets & Traffic -CM Hooper + CM Wooddell* *Library Board-CM Shontz + CM Wooddell* *WACOG- Mayor Hartless + CM Daniels*

Council Member Daniels spoke about the re-grand opening of the basketball court celebration and the Public Works Department worked hard on getting the basketball courts all improved and cleaned up so the event will be held in the evening in hopes that more community members with families will attend.

ANNOUNCEMENTS:

Wednesday-Saturday	February 21-24, 2024	Parker Dam 500 presented by Legacy Racing Association	All day events see chamber calendar for further information
Monday	February 26, 2024	Friends of the library Book Sale	9:00 AM
Saturday	March 2, 2024	Read across America Day Celebration	11:00 Am @ Parker Public Library
Tuesday	March 5, 2024	Next Regular Council Meeting	6:00 PM

Unless so noted, all meetings are held in the Council Chambers located at 1314 11th Street.

ADJOURN: Mayor Hartless adjourned the meeting at 6:23 pm

Some members of the council or the town attorney may attend the meeting either in person or by telephone conference call. Persons with a disability may request reasonable accommodation by contacting, the town clerk, (928) 669-9265, at least (72) hours before the scheduled meeting. Facilities are handicapped accessible

The council may vote to recess into an executive session which will not be open to the public, for the purpose of obtaining legal advice regarding any of the agenda items, pursuant to a.r.s. §38-431.03(a)(3).

 Approve

Randy Hartless, Mayor