

**SUMMARIZED MINUTES OF THE TOWN OF COLORADO CITY COUNCIL MEETING HELD MONDAY, JUNE 1, 2020, AT 25 SOUTH CENTRAL STREET, COLORADO CITY, ARIZONA**

A special council meeting was called as there were several items to discuss that could not wait until the regular Council meeting. This meeting was called to order at 7:00 p.m. by Mayor Joseph Allred.

Roll call: Mayor Joseph Allred and Council Members Alma Hammon, Ralph Johnson, Donald Richter, Joanne Shapley, and Jeffery Jessop. Vice-mayor Anthus Barlow joined the meeting at 7:25 p.m.

Prayer was offered by Jeffery Jessop.

**AWARD CONSTRUCTION BID FOR THE EAST MOHAVE AVENUE STREET IMPROVEMENT PROJECT**

Town Manager Vance Barlow presenting: The East Mohave Avenue Street Improvement Project consists of sidewalk, curb, and asphalt on approximately three blocks of Mohave Avenue from Central Street to Hildale Street. This project is funded by a CDBG RA Grant.

The bid notice was published in the Kingman Daily Miner and posted on several bid sites as well as sent to several local contractors.

Two bids were received and opened on May 27, 2020. At that time the apparent low bidder was B4 Enterprises. The bids were tabulated and reviewed by Canaan Peaks Engineering with a recommendation to award the construction bid to B4 Enterprises for the East Mohave Avenue Street Improvement Project for approximately \$602,413.00. The exact amount may vary a little as the scope of the project is finalized. It was explained that both bids were below our budgeted amount so there had been some smaller items, such as sidewalk added back into the bid and B4 was still the low bid. There were some questions asked by the Council regarding engineering costs for adding to the bid, and it was explained that generally, the Town has the engineering done on the whole roadway to begin with but will often cut the project back when necessary to fit the budget. So some of the items that were cut out were added back into the project to bring it closer to the budgeted amount.

**Motion made by Donald Richter with a second from Alma Hammon to approve a notice of award to B4 Enterprises for the East Mohave Avenue Street Improvement Project. There was unanimous approval.**

**CONSIDER CONSTRUCTION CONTRACT WITH B4 ENTERPRISES FOR EAST MOHAVE AVENUE STREET IMPROVEMENT PROJECT**

Town Manager Vance Barlow presenting: The contract for East Mohave Avenue improvements needs to be approved so construction can begin as soon as possible. The anticipated final amount will be \$596,308.15, depending on final negotiations with the contractor.

**There was a motion from Alma Hammon with a second from Ralph Johnson to enter into a contract with B4 Enterprises for the East Mohave Avenue Street Improvement Project pending all conditions of bonding are met. All voted in favor.**

#### **CONSIDER HEALTH INSURANCE RENEWAL OPTIONS**

Deputy Town Clerk Rosie White presenting: Insurance renewal time is here, and we have been shopping out the options with Joel Rudick, Sedona Financial. So far, the quotes have been very competitive this year and we are at a crossroad with several options. After reviewing the quotes, staff is proposing that we take the increased premium with National General/ Allied, keeping our current coverage, and change to a less rich plan with the dental to help offset the increase in the medical. Following is a brief summary of the coverage proposed:

Self-Funded HSA Health Insurance plan with National General/ Allied Benefits (Option 1 on the quote list- renewal), \$5,000 Dental plan with The Guardian, also Vision coverage and Employee + Dependent Life coverage with The Guardian, HealthiestYou Teledoc.

**Motion from Jeffery Jessop with a second from Anthus Barlow to renew with option 1) National General/Allied Benefits for Medical Insurance coverage and change the dental coverage to The Guardian (option 8b-8d) to include vision and life coverage as well, leaving the Teledoc and HSA unchanged. All voted approval.**

#### **CONSIDER APPOINTMENT OF TOWN CLERK**

Town Manager Vance Barlow presenting: Since his appointment to Town Manager, Vance has continued as the Town Clerk also. At that time Rosie White was appointed Deputy Town Clerk and has filled the position well and has been more than willing to take on the additional duties.

The Mayor and Town Manager are recommending that Deputy Town Clerk, Rosie White be appointed as Town Clerk for the Town of Colorado and Vance Barlow, Town Manager be appointed as Deputy Town Clerk. It was also noted that the office of Town Clerk is a critical position and one of the positions delineated in state statute that the Town must have.

The Town Manager reported that in anticipation of this possible appointment there was extensive discussion with Rosie on the responsibilities and how to maintain proper segregation of duties and internal controls.

The Town Manager explained that the City is not in a position financially to hire more help, and Rosie has expressed her willingness to pursue the necessary education that will be required. She has attended the City Elections training 2 years in a row and will be attending more clerk trainings this year to obtain her CMC designation. The question was asked if you would not normally advertise the position and require some credentials. It was explained that many cities can and do promote from within, that it is a Council decision, and the only requirement is that it be a fair process.

This position is an FLSA exempt position and the recommendation is to have a starting salary of \$4,200 per month with evaluation for an increase upon successful completion of CMC certification.

**Motion from Joseph Allred with a second from Joanne Shapley to appoint Rosaleta White as the Town Clerk for the Town of Colorado City, effective immediately, at a salary of \$4,500.00 per month. All voted in favor, with Anthus Barlow abstaining.**

#### **UPDATE WELLS FARGO BANK SIGNERS**

Town Manager Vance Barlow presenting: With the appointment of Rosie White as the Town Clerk, she will need to be added to the Wells Fargo Bank as a signer, as the policy for the Town is to have the Town Clerk and one other sign the checks. It is recommended that the other signers be retained as they are for now.

**There was a motion from Joanne Shapley with a second from Donald Richter to adopt Resolution 2020-07 Updating Town of Colorado City Bank Signers. All voted in favor.**

#### **CONSIDER RESOLUTION ON TIME SUMMARIES BY DEPARTMENT HEADS & SUPERVISORY LEVEL EMPLOYEES**

Town Manager Vance Barlow presenting: Several years ago the previous Town Manager implemented an administrative policy requiring Department Heads and Supervisors to complete a brief summary of activities and work done, and it was to be turned in on a weekly basis. This summary serves a critical function in management oversight and is required to be in compliance with the accountability requirements of the ACA and other labor laws.

Most of the Department Heads have done a fairly good job of meeting this requirement but some have not felt that it was important and have not been consistent in complying. The Town Manager reported that he and the Mayor have discussed how to require the management level employees to complete this item, and the recommendation was made to have the Town Council consider it as a Council action and address the requirement in the form of a Council Resolution.

There was some discussion, and the Council agreed that the time summaries should be required as a valuable tool in management and accountability.

**Motion from Alma Hammon with a second from Jeffery Jessop to adopt Resolution 2020-08 Weekly Summary Requirements. There was unanimous approval.**

#### **CONSIDER RESOLUTION ADOPTING FY2020 BUDGET ADJUSTMENTS**

Town Manager Vance Barlow presenting: In the budgeting process each year estimates are made as to expected revenues and expenditures. As the Town operates through the year, expenditures may exceed or fall short of estimates for various reasons and the Council has the option to make line item adjustments as needed.

Some 2019-2020 expenditure line item adjustments need to be made to reflect the actual costs of operations. Budget line-item adjustments are evaluated at least annually before the close of the budget year to make sure that individual department budget total expenses do not go over budget.

These adjustments reflect increases in Administration (\$3,200) Law Enforcement (\$115,300), Court Oversight (\$13,000) Streets & Roads (\$86,000) with decreases in Building (\$2,500) Magistrate Court (\$5,414) Emergency Dispatch (\$71,600) Parks & Recreation (\$8,200) and Airport (\$15,010).

There is no change to the overall budget.


**There was a motion from Anthus Barlow with a second from Jeffery Jessop to adopt Resolution 2020-09 authorizing budget line item adjustments to the 2019-2020 budget. All voted in favor.**

With no further business, the meeting was adjourned at 8:11 pm.

**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 Colorado City held on the 1st Day of June 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14<sup>th</sup> day of July, 2020.

  
Town Clerk

