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clerk@townofparkeraz.us**

## MINUTES

TOWN OF PARKER COMMON COUNCIL  
SPECIAL BUDGET WORK SESSION/REGULAR COUNCIL MEETING  
TOWN COUNCIL CHAMBERS  
1314 11<sup>th</sup> STREET  
TUESDAY, JUNE 15, 2021 5:00 P.M.

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

**CALL THE SPECIAL BUDGET WORK SESSION TO ORDER:** Mayor Bonds called the meeting to order at 5:02 PM

**ROLL CALL OF COUNCIL:** Mayor Bonds, Vice Mayor Hooper, Council Member De Leon, Council Member Hartless, Council Member Lucas, Council Member Savino, Absent Council Member Schontz

Staff Present: Town Manager Lori Wedemeyer, Town Clerk Amy Putnam, Community Development Director Nora Yackley,

### **PURPOSE:**

1. Discussion

Re: Fiscal Year 2021/2022 Budget

Lori Wedemeyer, Town Manager

*Town Manager Lori Wedmeyer provides the council with several handouts for the proposed budget. The group discusses the salary adjustment of public works and COLA increases for employees. The costs of each are discussed. The fairness of each proposal is discussed. The goal is to make it fair for as many as possible. Insurance costs are noted to be increasing as well. Capital projects and the general fund are discussed. It is noted that the general fund has a contingency of \$400K. Combining 2 departments is noted the senior center and TOP CHOP. This will help to decrease costs even with increases to pay. It is noted that some employees will not be replaced at this time. The group would like to see separately the positions that are paid by grant funds, as those to not come out of the general fund. That will be presented at the next worksession.*

**CALL THE REGULAR MEETING TO ORDER:**

**ROLL CALL OF COUNCIL:** Mayor Bonds, Vice Mayor Hooper, Council Member De Leon, Council Member Hartless, Council Member Lucas, Council Member Savino, Council Member Shontz

**Staff Present:** Town Manager Lori Wedmemeyer, Town Clerk Amy Putnam, Community Development Director Nora Yackley, Community Health Outreach Program Director Lee Ann Anderson, Chief of Police Micahel Bailey, Library Manager Tracy McConnell, Public Works Director Steve Ziegler, Payroll Specialist Jennifer Alcaida, TOP CHOP Staff Amanda Lucas and Mandy LoPresti

**Others Present:** Lois Moore, Ray Cornelius, Phil Lara, Lydia Lara, Jennie LoPresti, Danielle Wagner, George Palazzo, Kathy Palazzo, Melissa Newton

**INVOCATION:** Deacon Leonel Bejarano, Sacred Heart Parish

**PLEDGE OF ALLEGIANCE:** Given by all in attendance

**PRESENTATION:** 20 Year Business Awards

**PRESENTATION:** Senior Center Update

***Report from the Interim Director, Lee Ann Anderson***

***Date: 6/15/21***

*The past weeks have brought some major changes to the PCSC following Darla Tilley's resignation on April 12th. Most of these changes have been a direct result caused by opposition from staff and those involved with the past administration at PCSC. I want to point out that to date, very few operational changes have been made from the new administration. I would also like to note that the Senior Committee has yet to convene. In an effort to bring Town Council and community members updates until the Senior Committee resumes its meetings, I will report to you in person and/or in writing each month to*

open the lines of communication and to keep all informed. In addition to these reports, I encourage you to please come visit the Center to see firsthand how things are working.

There seems to be an unrealistic view of what is truly going on in the day to day operations of the Center. The individuals publicly speaking out against current activity, to my knowledge, have not been directly involved in the activity at the Center since the resignation of the Director, nor have they visited, or volunteered to help out during this time of need. The reason is difficult for me to grasp as we should all be focused on the most important players. . . our seniors who we are here to serve.

Since the Director's resignation we have received a total of 5 additional resignations from part time staff (the part time Dishwasher, two part time HDM Drivers, the part time Front Desk Greeter and a part time Prep Cook). The remaining staff and a few Town of Parker staff including myself have jumped in to help cover where there would otherwise be gaps in services and to ultimately keep the doors open for the daily congregate meal and Home Delivered Meals Program. I would like to note that none of the TOP staff who are working extra to cover the running of the Center have received additional pay for the work that needed to be done.

Several meetings have been held with PCSC staff to better understand what can be done to address and improve morale and to provide transparency and support to all involved. The number one issue voiced during these meetings has been a need to increase employees hours and wages. I found it problematic that all but the Director and Head Cook were kept at part time status and had never received increases to their hourly wages, with most employees having 5 or more years of service to the Center. With this being a primary concern to all, I have made it a priority. I asked for information from the Town Manager, Payroll Clerk, and each employee to gain a clearer picture of what is budgeted and what each staff is requesting in increases and time. I also gathered written job duties from each staff member and compared them to the formal descriptions for each position. I realized they needed some clarity regarding job responsibilities, therefore I am working on defining staff duties. The first week in June we were able to sit down and converse with each staff member to provide direction and support and offer an immediate increase in salary/hourly compensation, as well as bringing the part time Office Assistant up to full time status. Existing full time Staff was informed in six months they would have an opportunity to receive an additional increase in pay following a positive performance evaluation.

I am also pleased to report that this week we have extended offers to 1 full time Lead HDM staff, 1 part time/temporary Prep Cook and 1 part time/temporary Dishwasher/Cleaning staff . . . all hoping to begin working as soon as possible. Filling these positions is key to moving forward and distributing the nutrition services we are contracted to provide to our communities.

As the interim Director I have been working 4-6 hours per day (sometimes more and sometimes less) in the kitchen and out in the field delivering meals to the 87 homebound clients we currently serve. With my extensive background in the food service industry along with my 23 years of health and social service I have been able to move into this new role with ease. While working alongside the kitchen staff I have been able to learn the working parts of the Congregate and Home Delivered Meals programs from the ground up. This has given me the advantage in seeing firsthand what is going well and what might be modified for efficiency. I have also worked closely with WACOG to understand contract requirements for data collection, billing for both programs as well as opportunities to bring more activities into the Center. There is much more to learn, but I am pleased to report that the current staff is working together as a team and are genuinely focused on the edification of our seniors. Despite the several resignations received over past weeks, we have been able to continue to serve the community with few hiccups. Each

day is a new day at the PCSC and my hope is that while we transition and reorganize, we are able to recognize and applaud the strong work that is being done at the end of each day.

### **Highlights from the past two months:**

#### **Home Delivered Meals-**

- *Delivering approx 110 meals per day in all areas of La Paz County.*
- *Streamlined routes to save in fuel and time.*
- *Switched the Parker in town route from hot meals delivered to each daily to frozen meals delivered once per week. (there are only a total of 18 clients in the Parker area) This saves the kitchen staff approx 2 hours per day in prep time and the HDM Driver another 2-3 hours per day in delivery time.*
- *Clients have been extremely supportive and understanding of these changes. We have not received any complaints from the HDM clients regarding changes to service.*

#### **Congregate Meals-**

- *Serving 40-50 meals daily (Dine In and To Go).*
- *Numbers historically drop this time of the year but have been actually increasing each week.*
- *We have been able to give out bread and other donated food items to those coming into the center.*

#### **Volunteers-**

- *We have been able to secure volunteers to jump in to help wherever necessary.*
- *We have one volunteer who has continued to be available to transport the handicapped seniors as needed.*
- *We have been able to keep the volunteer Front Desk Greeter coming in 2-3 days per week. She is able to call our Home Bound WACOG clients to check on them.*
- *We have four new Senior volunteer applications being processed and trained to begin work.*
- *Several TOP employees have also offered to help when and where needed.*

#### **PCSC Activities-**

- *We met with the Town Manager and PCSC staff the first week in May and all agreed to open up to allow small groups/meetings to reconvene at the center following recommended CDC guidelines.*
- *We have contacted both physical activity instructors to get them back into the center to teach classes as soon as possible. Of course we will follow recommendations in order to keep all as safe as possible. (ie., smaller class sizes, spatial distancing and cleaning/disinfecting practices.) Both workout programs are currently being held and attended by 10-12 seniors.*
- *The Community Health Outreach Program has a Active Parenting of Teens course that is being held Thursday evenings from 5-7pm with 6 families in attendance.*
- *The Health Department is using the center for their COVID Vaccination clinics and several dates have been scheduled and promoted.*
- *The Community Health Outreach Program has scheduled their Teen Solutions Youth Group activities, Making a Difference, and Healthy 2B Me adolescent health summer classes here at the center for the summer months.*
- *Staff asked if we could hold a special Memorial Day BBQ on Friday, May 28th and we had over 60 in attendance for lunch with a special performance from local youth and some fun games and raffle prizes.*

- To date the PCSC has been secured for four community and private events to take place during the months of June and July.
- Working with multiple community partners to put together a Senior Resource Fair in July at the Center to include information to specific Assisted Livings, and nursing homes, home health care, specialized health practitioners, caregiver support, advance directives and other legal assistance, falls prevention, behavioral health, and many other requested topics.
- Coordinating with the La Paz County Sheriff's Office to be prepared with portable air conditioning units for those seniors in need during the expected heat waves.

Mayor Bonds opens up the floor for questions. Lois Moore asks about the new dishwasher and meals. Lee Ann explains that the Parker residents are now on the same type of services as all of the other county residents. She notes the to-go meals and those eating in the center each day. Lois says the groups are in the process of reorganizing, she notes that the next meeting will be held in September and they go dark for the summer. Town Clerk Amy Putnam notes she has spoken to Kerry Norris several times about scheduling a meeting. We haven't been able to do that as people have been out of town. She notes that when the committee is ready to meet Kerry will let her know. Lee Ann invites any one to stop in to talk to her at any time she is happy to let everyone know what is happening at the center. Kerry Norris notes that he has submitted a call to the public, but Lee Ann has answered most of those questions already. He asks about the WACOG contract. Lee Ann advises how those normally work. Town Clerk Putnam also notes some of the contract structure. Mr. Norris was concerned whether the contract was going to be renewed and when. He is also concerned with Parker residents not getting hot meals. He asks if they are not receiving daily hot meals because the drivers quit. Lee Ann notes that no, that is not the issue. In order to serve 18 people hot meals each day staff had to essentially cook and set everything up 2 times. Lee Ann estimates the process that was in place took an additional 2 hours of prep time daily, in addition to another 4 hours for the delivery driver to get hot meals to local residents. It is noted that everyone was notified and didn't seem to mind the changes. None of the 18 people affected have complained to the center directly. Lee Ann notes if we had the manpower everyone in the program would get hot meals. Lee Ann notes the process before was very inefficient. Lee Ann notes that this doesn't have to be a change forever, but staff agreed that the changes are making things easier to handle at the center. He notes that on Kingman and Havasu the meals on wheels is done by the county. Council Member Savino notes that's where the problem lies. There is not equitable representation from the county in helping to fund the program. Program numbers are discussed, Lee Ann notes there are approximately 87 people being served right now. Mayor Bonds thanks everyone for all of their efforts in keeping the program running as smooth as possible.

### CALL TO THE PUBLIC:

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**.

*There was one call to the public presented to the clerk. Mr Norris notes that Lee Ann answered all of his questions and concerns during the above presentation.*

## 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 Regular Council Meeting/Executive Session Minutes of June 1, 2021.

**MOTION:** To approve Regular Council Meeting/Executive Session Minutes of June 1, 2021  
**BY:** CM Savino  
**SECOND:** CM DeLeon  
**VOTE:** With all others in favor, the motion passed;

- b. Request for street closure from Dannielle Wagner. 4th street between Mohave and Navajo from 8:00 AM-2:00 AM July 3-4, 2021 for a block party.

**MOTION:** To approve street closure from Dannielle Wagner. 4th street between Mohave and Navajo from 8:00 AM-2:00 AM July 3-4, 2021 for a block party  
**BY:** VM Hooper  
**SECOND:** CM Hartless  
**VOTE:** With all others in favor, the motion passed;

- c. Request for street closure from Billy Lucas. Navajo between 5th and 6th street. 7:00 PM -2:00 AM July 3-4, 2021 for a block party.

**MOTION:** To approve street closure from Billy Lucas. Navajo between 5th and 6th street. 7:00 PM-2:00 AM July 3-4, 2021 for a block party  
**BY:** VM Hooper  
**SECOND:** CM DeLeon  
**VOTE:** With all others in favor, the motion passed;

## REGULAR AGENDA:

### **Discussion and possible action on the following item(s)**

1. Approve/Deny CDBG 117-21 Water Pump House Backup Generator Purchase  
Steve Ziegler, Director of Public Works

*Steve Zeigler Director of Public Works respectfully requests the Mayor and Council to authorize staff to purchase model DQDB 60hz 275 KW Cummins generator from J & S Electric for \$98,300 using cdbg 117-21 funds. On November 3rd 2020 Town Council approved the acceptance of the CDBG 117-21 for the purpose of painting the water tanks, replacing the chlorinator at the pump house, replacing the water pump house backup generator and replacing seven non-functioning valves in the pump house. To date this grant has been used to purchase a new chlorinator and to get the water storage tanks painted. The existing water pump house backup generator was purchased in 1993. The manufacturers are no longer in business and there are no parts available for the power generation portion of the generator. The typical useful life of a backup generator*

and standby is 25 to 30 years. This unit is 28 years old. Steve contacted J & S Electric, McAtlin Electrical group, General Power and Kohler to name a few. He was only able to obtain proposals from J & S for \$98,300 and McAtlin electrical group for \$139,000. The CDBG 117-21 funds are \$232,401 \$41,832 goes to admin costs and the remaining \$190,401 is for water system improvements. \$10,441.92 was used to purchase the chlorinator, \$79,776 for the tank painting and we have \$100,351.08 remaining in the budget to purchase the generator. Installation of the generator is discussed. Steve notes that the only company that showed up to inspect the site was J & S Electric. Steve notes the J & S Electric is the most experienced with our water equipment. It is noted that the installation cost is not included in this memo. It's another approximate \$15,000 to install the generator which still comes in under the McAtlin bid. The installation funds will come from the FY 2022 budget. Council Member Savino notes the different wells that run off the emergency generator. He asks if there will be a canopy over the top of the generator in order to protect it. Steve notes that it's in an enclosed structure so it will not be exposed to the elements. That is part of the proposal. There are no other questions regarding this item.

**MOTION:** To approve CDBG 117-21 Water Pump House Backup Generator Purchase  
**BY:** CM Savino  
**SECOND:** CM DeLeon  
**VOTE:** With all others in favor, the motion passed;

2. Approve/Deny Revised Award for State Grants-in-Aid Construction Grant

Tracy McConnell, Library Manager

Library manager Tracy McConnell respectfully requested the approval to accept the revised amount of \$15,937.91 from the State Grants-in-Aid Construction Grant to include an outdoor reading area and garden. She notes the various approvals that have been received and matching funds and the estimates for work that she has received. This award replaces the original award that was for \$7,500; there'll be no fiscal impact to the town for this project. The total cost of the project is discussed. There are no other questions on this item.

**MOTION:** To approve Revised Award for State Grants-in-Aid Construction Grant  
**BY:** VM Hooper  
**SECOND:** CM Lucas  
**VOTE:** With all others in favor, the motion passed;

3. Approve/Deny application for American Rescue Plan Act Funding

Tracy McConnell, Library Manager

Library Manager Tracy McConnell respectfully requests the Mayor and Council to approve the application for American Rescue Plan Act funding. On April 9th 2021 The Institute of Museum and Library Services awarded Arizona State library Archives And Public Records \$3,617,020 in American Rescue Plan Act funding. These funds are to be administered in accordance with the existing grants to states program and are to be used on projects that fall within the category as described on the attachment. The Parker Public Library will use these funds to reach residents with internet hotspots, accessible Wi-Fi, and other digital inclusion efforts, particularly in support of education, health, and workforce development needs. Specifically they would like to deliver hot spots and laptops to homebound residents on a weekly basis. They would also like to purchase virtual reality headsets that recreate real life settings and simulate work challenges to be used by local businesses to train employees. They can also use Virtual Reality for team building exercises. Our teens will also be using them for job hunting and career development. The funding amount for the library was determined based on the needs index that accounted for education,

poverty level unemployment and internet access and factors. The Parker Public library's allocation is \$17,329.39. There are no questions or comments on this item.

**MOTION:** To approve Application for American Rescue Plan Act Funding  
**BY:** CM Lucas  
**SECOND:** CM Shontz  
**VOTE:** With all others in favor, the motion passed;

4. Approve/Deny Recommendation for New Member Library Advisory Board  
 Amy Putnam, Town Clerk

Town Clerk Amy Putnam requests Mayor and Council to approve the recommendation from the library Advisory Board for the acceptance of 1 new member Missy Gilbert. There are no questions or comments on this item.

**MOTION:** To approve Recommendation for New Member Library Advisory Board  
**BY:** CM Lucas  
**SECOND:** CM Shontz  
**VOTE:** With all others in favor, the motion passed;

COUNCIL MEMBER/LIAISONS REPORTS WITH POSSIBLE TOPICS FOR DISCUSSION:

- \*Chamber of Commerce-CM Savino + Manager Wedemeyer\*
- \* Tourism-CM Hartless \* Joint Venture-VM Hooper + CM Savino\* PAACE-CM Lucas\*
- \*Tribal Committee -Mayor Bonds + CM Savino \*
- \*Parks & Recreation- CM Lucas + VM Hooper\* Senior Center-CM De Leon+ CM Savino \*
- \*Streets & Traffic -VM Hooper + CM Savino\*
- \*Library Board-CM Shontz\* La Paz County Fair Board-Mayor Bonds\*
- \* WACOG-CM De Leon + CM Savino\*
- \*WAEDD- CM Hartless\*

Council Member Savino provides an update on the league committees that he has attended. Melissa Newton provides an update on the tube float. There were no other reports. Library Manager Tracy Mcconnell provides a report at the request of Council Member Shontz. She notes the various programs and changes that are taking place at the library.

ANNOUNCEMENTS:

Wednesday	June 16, 2021	Joint Venture Board	10:00 AM
Monday	June 21, 2021	Baby and Me StoryTime @ Parker Public Library	6:00 PM

Monday	June 28, 2021	Streets and Traffic Committee Meeting	5:15 PM
Monday	July 5, 2021	July 4 observed	All town offices closed
Tuesday	July 6, 2021	Next Regular Council Meeting	6:00 PM

*Unless so noted, all meetings are held in the Council Chambers located at 1314 11<sup>th</sup> Street.*

ADJOURN: Mayor Bonds adjourns the meeting at 7:06 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

  
 Karen Bonds, Mayor

SPECIAL BUDGET WORK SESSION/REGULAR COUNCIL MEETING  
June 15, 2021 5:00 PM Arizona

Join the Zoom Meeting from your computer with the address below. Follow the instructions on the Zoom website.  
(Available for Audio and Video)

<https://us02web.zoom.us/j/87083711451?pwd=SmR5cjVJcFBUK3V1SXQ2dVdPRUswZz09>

Meeting ID: 870 8371 1451

Passcode: 171650

Or

Dial one the numbers below. If one is busy, try the next. Once you're connected follow the prompts.

346-248-7799

669-900-6833

253-215-8782

312-626-6799

646-558-8656

301-715-8592

Meeting ID: 870 8371 1451

Passcode: 171650