

TOWN OF SUPERIOR
RETREAT
Tuesday, February 15, 2011 – 7:00pm
Kennedy Elementary School
1500 Sunset Dr.
Superior, AZ 85173

OFFICIAL RECORD OF RETREAT

A. CALL TO ORDER:

Mayor Hing called the meeting to order at 7:04pm.

B. SALUTE TO THE FLAG:

Mayor Hing led the council, staff and audience in the Pledge of Allegiance.

C. OPENING PRAYER:

Mayor Hing led the council, staff, and audience in the opening prayer.

D. ROLL CALL:

Council Present: Councilmember Gutierrez, Councilmember Heglie, Vice Mayor Lopez & Mayor Hing, Councilmember Peralta (arrived 8:05pm).

Absent:

E. DISCUSSION

1. Staff and Public Communications:

- **Senior Center Staffing** – Ms. Brother apologized for arriving late to the meeting. She said that she did not request this on the agenda but gave a report on the Sr. Center. She updated the council on the activities at the Sr. Center and their outings sponsored by the site council. She said at this time they are fully staffed due to the use of the inmates. She also said that the Ms. Arriola was providing some activities but the Seniors preferred to coordinate their own through the site council. She explained that they have 7-14 who ride the van in everyday to the center and they deliver 41 hot home delivery meals. She explained that on Tuesdays they take the Seniors to Save Money Market in the van for their shopping and on Thursday they take them to Family Dollar. She stated that Superior is one of the only towns that provide hot meals every day. She also stated that the Sr. Director position is really a full time job and that should be considered.

Councilmember Gutierrez commented that these are good things to share about our town that we are able to provide these services for our elderly residents. Discussion followed on being prepared to staff the center in the event that inmates are not available to help and being able to find a director so Ms. Brothers can go back to being a full time building inspector.

- **Review of Library Hours** – Ms. Campos explained that at this time the library is open only 24 hours a week to the public. She expressed that attendance is growing at the library with an average of 60 people visiting the library a day.

She explained that the only way she can expand the hours to the public is to add to her staff. She stated that she currently operates the library with herself, a part time employee and a volunteer. She explained that she would like to increase her staff by adding one additional part time person.

Additional Discussion included:

- Utilizing parks and recreation staff to host programs at the Library using the Library video gaming equipment for the kids and even adults.
 - Hiring a substitute employee to help when staff cannot come in due to illness
 - Location of the library – Ms. Campos explained that she feels the library is best suited in the Town Center area because they do get many visitors in the library who use it for internet and other research.
 - Combining with the Superior Unified School District Library Services. – Ms. Campos explained that she has done extensive research on this and would provide that research to the council. She said she did not object to combining but there were many pros and cons that would need to be worked out.
 - Youth Usage of the Library – Ms. Campos explained that the library is frequented by the elementary and Jr. High students. She explained that with the current hours of the library this limits the usage of the library by youth. She also expressed concern that many schools are reducing their library programs and so kids are not learning library skills which will impact them in the future.
- **Parks and Recreation Location and Funding** – Ms. Arriola and Mr. Casillas gave a brief presentation (read a letter) on the needs of the Parks and Recreation department. They explained that it is difficult to run programs without having a designated location for the youth to come too. Both explained how successful the program was when they had access to a physical home such as the Magma Club or the old Fire Station. They requested that the building at 350 Main be considered to be a home for Parks and Recreation. They also said that they have been working with Mr. Guzman about utilizing the Roosevelt School.

Discussion followed on the potential of using 350 Main St. Mr. Lant explained that at this time 350 Main does not have any heating to it and there is a potential mold problem. He said that testing has not been done yet on the mold. Councilmember Aguilar volunteered to install the necessary gas lines for heat to be added to the building if that is the direction they go in to move Parks and Recreation to 350 Magma Ave. Ms. Oliver explained that the Town has an IGA with the School and that will allow them to use the Roosevelt if needed.

Mayor Hing asked for Ms. Rabago and Ms. Lira to please discuss the LOST trail system as a recreation item. Ms. Rabago explained that one segment of the trail was recently opened and it will require some ongoing maintenance and needs further marketing and interpretation which will require support from the town.

Ms. Lira explained that the committee is moving forward with the next segment which is the canyon section to the old tunnel. She explained that they will need to purchase trail building tools, continued printing of the brochures, Carsonite posts and decals. She explained that without the financial support of the Crown Philanthropies they would not have been able to open the first segment.

She explained that the urban trail will be a bit challenging but will be the area that could open up the most to residential use by providing safe walking paths and trails throughout town. She also explained that what makes the LOST unique is that it has been built to interpret the history, geology, biology, ecosystems, transportation and industry of the area so they would also like to have some funds considered for developing and implementing an interpretation plan. Ms. Rabago stated that once the businesses saw a plan many of them may be willing to contribute to purchasing the interpretation kiosks etc. Councilmember Gutierrez asked where did they feel the LOST needed to be aligned with. Ms. Lira explained that the trail touches on several areas of the town budget from Public Works to Parks and recreation but the marketing and continued development should be considered an economic development project. Mayor Hing directed Ms. Lira and the LOST Committee to develop a proposal and budget for their needs. Councilmember Gutierrez suggested that there be a line item in the budget for the LOST project.

- **Community Information Line/Online Services** – Councilmember Gutierrez made a verbal presentation on the town purchasing and utilizing an information phone line. He explained that many times staff is bogged down with phone calls that are repetitive in nature such as garbage days, upcoming events, meeting schedules etc. He said that while much of this can be put online as well many do not use a computer. He stated that the town could start out with two phone lines at \$30 a line and then add more if necessary. Councilmember Heglie stated that he thought this was a good idea and would be a big help to staff.

Mr. Sansom resident of Superior expressed his concern that does the town have the staff to keep the line updated and where will the money come from when there are so many other projects that need money as well.

- **Staffing a Deputy Clerk** –Mayor Hing explained that this is something they all agree needs to be put in place to assist staff. Councilmember Peralta asked if they were required by code to have a Deputy Clerk. Chief Digirolamo stated that they were not required to have a Deputy but you must have a Clerk

Ms. Oliver explained that by hiring a new Administrative Assistant that has provided a big help to her as being the Manager/Clerk. Discussion Followed

- Finance Department – Councilmember Peralta expressed her concern that they are paying two people to be the finance director and they are not seeing reports yet. Ms. Oliver explained that Mr. Mauldin is paid to be the CPA because if he provides inaccurate information he can have his license revoked whereas if you have a town clerk doing this there is nothing for them to revoke if they make a mistake. She also explained that Ms. Wetly is almost complete in her schooling to become a CPA and may be willing to do that portion of the job.
- Financial Software – Discussion followed on the transfer of data to the new software. Councilmember's Peralta and Aguilar expressed her frustration that this has not been complete and the town has paid for this software. Ms. Oliver explained that because the previous system was very difficult to use they could not just transfer the data electronically due to so many entry errors in the old system so in order for things to be accurate they had to manually enter all the old data. Vice Mayor Lopez explained that she has been volunteering and helping to enter the data but once it is all entered this new system will be much easier for staff. Ms. Oliver also stated that with the new system financial reports will be generated from the software not through excel spreadsheets.
- **Open Meeting Law/Digital and Software Tools** – Councilmember Gutierrez made a verbal presentation to the Council about the town utilizing funds to purchase Adobe Software that will allow the staff to create fill able PDF document that could be placed on the website. He said this will also help with document preservation and creating online archives of town records as well as putting codes and other forms online. He also suggested that funds be used to purchase Constant Contact subscription with training so there can be additional communication with the community. He stated that he would like to budget \$3500 for these purchases.
Resident Freddie Miramon asked if the town has done a survey to see how many residents use the computer. Councilmember Gutierrez also stated that he has talked with the staff to see if they were familiar with these software and most felt they had the necessary skills to use the software.
- **Public Works Weed Control and other services** – Councilmember Gutierrez made a verbal presentation on the research he has done regarding weed mitigation/control. He said that the best way to stay in control of the weeds is to apply the weed killing chemicals he said if they are sprayed two to three times a year then the weed eventually won't grow there. He explained that while this may be costly at first if the staff could handle weed control in a much more timely fashion then they and the inmates could be used on other projects throughout town. He stated that the cost for the trailer and the sprayer were \$10,000. Mr. Lant stated that he is already certified to use these chemicals for weed control and having a larger sprayer would be nice because the back pack sprayers take up much more time and when they just use weed

eaters that only spreads the seeds further. Mayor Hing commented that the City of Mesa is using goats to eat the grass and weeds at their waste water treatment plant. Councilmember Peralta expressed her concern on the costs and suggested purchasing more weed eaters.

Resident Freddy Miramon asked about the strength of these chemicals and also on the current work schedule of public works because they are only working 4-10's and the sun does not come up till much later in the morning.

- **Public Library Combine Services** – This item was discussed during the Library Hours and staffing.

Chief Digirolamo asked the Mayor and Council if they needed more time for the meeting because the school employees would be coming at 9:30pm to close up. He said if they required more time then he would call them to come later.

Each of the Councilmember's all suggested moving the other agenda items to a future retreat.

The following items were not discussed due to current length of the meeting. They will be brought forward to a future retreat:

- **Wastewater Treatment Funding and improvements**
- **Cemetery Rules and Regulations Review**
- **Economic Development and Land Acquisition**
- **Council Vice Mayor Nominations**
- **Resolution Copper Mining LLC \$100,000.00 Urgent Need Funding**

F. ADJOURNMENT:

MOTION: Vice Mayor Lopez made a motion to adjourn the meeting. Councilmember Aguilar seconded the motion.

VOTE: *The motion was approved unanimously and the meeting adjourned at 9:26pm.*

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Town Council Retreat of the Town Council of the Town of Superior held on the 15th day of February 2011. I further certify that the meeting was duly called and held and that a quorum was present.

/s/

Melanie Oliver_____

Melanie Oliver
Town Clerk/Manager

These Minutes were compiled and transcribed by

Mila Lira

Miracle Executive Services

www.miracleexecutiveservices.com

*Final editing of these minutes and their content is completed and verified by staff members of the Town of Superior.