

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, June 14, 2011**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, June 14, 2011, at 6:00 P.M. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N Ninth Street, Clarkdale, Arizona.

CALL TO ORDER - Meeting was called to order at 6:00 PM by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig	Councilmember Patricia Williams – By Telephone at 6:08
Vice Mayor Richard Dehnert	Councilmember Curtiss Bohall
	Councilmember Bill Regner

Town Staff:

Town Manager Gayle Mabery  
 Community Development Director Sherry Bailey  
 Police Chief Pat Haynie  
 Utilities Director Wayne Debrosky  
 Town Clerk/Finance Director Kathy Bainbridge  
 CSP Manager Jodie Filardo  
 Human Resources/Community Services Director Janet Perry  
 Judge Ramsey

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.  
 There was no public comment.

Upon general consent of the Council the order of the agenda was changed to take the Consent Agenda, Item Number 6 - A worksession to discuss future directions of the Clarkdale Historical Society and Museum and the Clarkdale Heritage Conservancy Board, and then Item Number 9 - Discussion and consideration of logos for use by the Sustainable Clarkdale initiative.

**CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.**

- A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held May 10, 2011 and May 24, 2011.
- B. Claims** - List of specific expenditures made by the Town during the previous month. May check log and PPE dated 05/07/2011, 05/12/2011 & 05/21/2011.

- C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.  
Board of Adjustments – Notice of Cancellation of Regular Meeting May 25, 2011  
Design Review Board – Notice of Cancellation of Regular Meeting May 4, 2011  
Heritage Conservancy Board minutes of the meeting held May 18, 2011  
Library Advisory Board minutes of the meeting held May 5, 2011  
Parks and Recreation Board minutes of the meeting held May 11, 2011  
Planning Commission minutes of the meeting held May 17, 2011  
General Plan Update Committee – Notice of Cancellation of Regular Meeting May 16, 2011
- D. Clarkdale-Jerome Lions Club Facilities Use Agreement** – Approval of the 2011-2012 Reimbursement Agreement for the use of Town Facilities by the Clarkdale-Jerome Lions Club.
- E. Clarkdale Chamber of Commerce Facilities Use Agreement** – Approval of a 2011-2012 Facilities Use Agreement for the use of Town Facilities by the Clarkdale Chamber of Commerce.
- F. League of Cities and Towns Resolutions** – Approval of co-sponsoring resolutions to be recommended for adoption by the League of Arizona Cities and Towns Resolutions Committee.
- G. Co-sponsorship of a Resolution related to Solar Gardens to be presented to the League of Arizona Cities and Towns for their 2012 State Legislative Agenda** – Approval to co-sponsor a League of Arizona Cities and Towns resolution regarding community solar gardens and aggregate net metering.
- H. Amendment of Section 22 of the Town’s Personnel Policy and Procedure Manual** – Approval of amending the Town of Clarkdale Personnel Policy and Procedure Manual by removing Section 22 “Email and Internet Policy” and inserting a new Section 22 “Computer, Email, Internet and Social Media Policy”.
- I. Amendment of Section 3.C of the Town of Clarkdale Public Service Handbook 2010** – Approval of amending the Town of Clarkdale Public Service Handbook 2010 by removing Section 3.C “Email and Internet Policy”, inserting a new Section 3.C “Computer, Email, Internet and Social Media Policy”, and re-titling the document as the Town of Clarkdale Public Service Handbook 2011.
- J. Intergovernmental Agreement for Establishment of Unified Emergency Management** – Approval of the 2011-2012 Intergovernmental Agreement between Yavapai County and the Town of Clarkdale for Emergency Management Services.
- K. Non-Disclosure Agreement between the Yavapai-Apache Nation, the Salt River Valley Water Users’ Association, the Salt River Project Agricultural Improvement and Power District and the Town of Clarkdale** – Approval of a Non-Disclosure Agreement in order to ensure that the details concerning settlement and quantification of water rights negotiations remain confidential.

Councilmember Bohall moved to accept Consent Agenda items A – K as prepared by staff with the addition of the new information provided in the Staff Report recommendation for Item F of not co-sponsorship of the City of Sierra Vista’s resolution regarding disclosure of impact fees on purchase contracts for new residential construction. Motion seconded by Vice Mayor Dehnert. Motion approved unanimously.

## **OLD BUSINESS**

### **REVIEW AND SELECTION OF A SUSTAINABLE CLARKDALE LOGO – Discussion and consideration of logos for use by the Sustainable Clarkdale initiative.**

Based on the Clarkdale Sustainability Park strategic planning meeting on January 28, 2011, twenty-one Clarkdale community leaders including the Mayor and Council, Town Manager, staff department heads, the Planning Commission, the CSP Scoping Team, and the General Plan Update Team determined ongoing direction for the project. As such, evolving the notion of the Clarkdale Sustainability Park (CSP) into the Sustainable Clarkdale initiative took place.

To brand the new initiative, the CSP work study team with great help from Guss Espolt, GIS Analyst, created three different logos and presented these for public feedback at the May 7<sup>th</sup> Sustainability in Our Backyard event. Based on the feedback, modifications were made to one of the logos to reflect suggestions from the public.

Councilmember Regner moved to approve the updated logo designated as “A” for use by the Sustainable Clarkdale initiative. Motion seconded by Councilmember Bohall. Motion approved unanimously.

## **NEW BUSINESS**

### **WORKSESSION – A worksession to discuss future directions of the Clarkdale Historical Society and Museum and the Clarkdale Heritage Conservancy Board.**

Janet Perry reported that a Lease Agreement for use of building space at 900 1<sup>st</sup> North Street was first negotiated between the Town and the Clarkdale Heritage Center (CHC), and entered into on December 12, 2004. Since that time the continual progress of CHC operations have exceeded expectations; not only have they worked hard to create an honorable setting for display of the Town’s history and heritage, their organizational structure has evolved to the existing non-profit, Clarkdale Historical Society and Museum (CHSM).

The original Mission Statement: *The mission of the Clarkdale Heritage Center is to collect, identify, interpret, document and disseminate accurate information pertaining to the history of Clarkdale and to protect and preserve this history and all related archives, artifacts and structures.*

Similarly, the stated purpose of the Clarkdale Heritage Conservancy Board (HCB) is: *to advise the Council and staff regarding the preservation, conservation, and promotion of natural, cultural and historical resources. In addition to meetings, members accept and archive historical documents and artifacts, research records for the public and town personnel, design*

*displays for the library and other forums and duplicate photos, plans and other documents for the public.*

With the ongoing development of CHSM, what began years ago as mutually supporting work between that organization and HCB has evolved to a parallel of efforts in many situations, admittedly overlapping work in some areas, and tapping from the same pool of dedicated volunteers in the pursuit of similar goals. During recent meetings between staff and both groups, a merge of the two paths was the obvious, natural, and logical next step. Given the purpose and growing vitality of CHSM, it was apparent that their organization was in the prominent position to take these important, historic interests of Clarkdale forward, and that a dissolution of the HCB would allow the Town to lend valuable support to those endeavors.

To this end, staff is also considering there may be areas where the Town might desire having an Advisory Board that deals with historic preservation issues. If, as this new structure moves forward, it becomes apparent that we could use an Advisory Board with a more defined and narrower scope than the original HCB, we can look at amending the Town Code to create such a structure.

Items also discussed by the groups were ongoing or outstanding events and projects. Among those:

- Heritage Dances are events the CHSM intends to continue,
- The 2012 Centennial is an event the CHSM will take the lead on for the Town,
- The Home Tour is a signature CHSM event that will continue,
- HCB donation account fund balance of \$5,464.58 exists, with allocations to be recommended by HCB,
- The historic Kiosk Project is to be finished by July 4, 2011.

Given the purpose and regularity of events, entering in to a Facility Use agreement with CHSM would be appropriate to consider and would be similar to those already in effect with the Clarkdale Chamber of Commerce, Lions Club, etc.

<b>What</b>	<b>By Whom</b>	<b>Timeframe</b>
Research pros/cons of HCB dissolution	HCB	Discussed at 5-18-11 HCB meeting, recommended to move forward
Research pros/cons of merging CHSM & HCB	Staff, HCB & CHSM	Ongoing
Amend existing Lease Agreement allowing CHSM 100% occupancy of building (Amended Lease Agreement draft attached)	Staff	Draft complete; CHSM review complete; Council to consider 6-28-11
Draft a Historical Item Loan Contract for Town archives on loan to CHSM (Loan Contract draft attached)	Staff	Draft complete; Council to consider 6-28-11
Facility Use Agreement – appropriate to consider an annual agreement to accommodate planned CHSM events	Staff	To be done - short term

During review of the Lease Agreement, Mayor Von Gausig wondered what the “consideration” mentioned in the agreement would be. Town Manager Mabery stated that the Museum is taking on additional roles such as the dances, displays, archival research and other responsibilities as determined which could be listed as consideration. Town staff will flush out wording for the agreement.

Baileys insurance is set at \$50,000. Mayor Von Gausig thought that Baileys should cover what an object is appraised at and the Museum should have enough coverage. Staff should check with other museums to see how objects are appraised to have enough coverage.

Drake Meinke reported that kiosks should be completed by the end of the fiscal year and that members of the Museum and HCB have worked together on the Lease Agreement and the Museum Board will be changing some bylaws for the merger, agree with the transition items, and there is consensus of agreement by HCB. All recommendations have been taken to the Museum and HCB.

The Lease Agreement will come back to Council as a recommendation from staff and HCB.

Councilmember Williams left the meeting by phone at 6:30 p.m.

**MAYOR, COUNCILMEMBERS AND TOWN MANAGER REPORTS ON CURRENT EVENTS – A brief summary of current events by the Mayor, Council Members and Town Manager.** The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

1. Attended the Arizona League of Cities and Towns Board Meeting.
2. Attended the WAC Meeting.
3. Attended the Community Conversation with VVREO, Greg Kornrumph from Project Central, and the Nature Conservancy discussing the value of the Verde River to the Verde Valley and ways to increase that value economically.
4. Attended the Greater Arizona Mayors Association discussing the possibility that the legislature could be called into special session regarding jobless benefits being extended in Arizona. The special session was called and adjourned Sine Die with no action taken on Monday. The Mayor wrote letter on behalf of GAMA urging all legislators to extend jobless benefits. Legislature took no action and did not acknowledge the letter signed by the Mayors.
5. Traveled to Marble Canyon Lodge to attend the Heritage Fund Program Advisory Committee and discuss the funding for Game and Fish but not Parks.
6. Met with Town Manager Mabery and CSP Manager Filardo to discuss the Walton Family Foundation representative Margaret Bowman's visit. Then met with Freeport McMoRan regarding the Stake Holders meeting in June. A worksession will be held with the Council in July regarding for an overview of the projects and concepts that are being discussed.
7. Attended the Intergovernmental Meeting in Camp Verde.

8. Met with Cristie Statler, Director of State Parks Foundation, and Chip Norton, President of Friends of the Verde River Greenway, regarding additional contributions to the Verde Valley Birding Festival.
9. Attended the Clarkdale Pool opening.
10. Attended the Yavapai County Health Facility ribbon cutting.
11. Attended the Technical Working Group Meeting – CYWORMS regarding the study for water needs and are currently looking at wastewater and septic water use in the future.
12. Met Joe Brunner and Angie Harmon from Freeport-McMoRan to talk about Verde River Centennial Park.
13. Attended the Nature Conservancy Study Workgroup meeting regarding the water management study in Verde Valley.
14. Attended the League of Cities and Towns briefing in Sedona, discussing the past legislative season and the effect the League had on legislation.

#### TOWN MANAGER REPORT:

1. June 25<sup>th</sup> is the next Concert in the Park.
2. July 1<sup>st</sup> is the next Friday Family Fun Night at the pool.
3. July 4<sup>th</sup> is the Old Fashioned 4<sup>th</sup> of July.

Chief Haynie's last official attendance at Council meeting due to his retirement on June 30<sup>th</sup> after 24.5 years of service. Will have retirement celebration on July 21<sup>st</sup> from 6 – 9. Further details at a later date.

#### COUNCIL REPORT:

Curt Bohall was invited to participate in updating ADOT's website for more accurate information and ease of use.

#### INFORMATIONAL REPORTS

CAT/ VVTPO– A report regarding the Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations. Councilmember Bohall presented a report which is on file with the Town Clerk.

COCOPAI – A report regarding the Coconino Yavapai Resource Conservation District. No report.

VVLPI – A report regarding the Verde Valley Land Preservation Institute. No report.

NACOG - A report regarding the Northern Arizona Council of Governments. Vice Mayor Dehnert reported no meeting.

NAMWUA - A report regarding the Northern Arizona Municipal Water Users Association.

Mayor Von Gausig - No report.

VRBP – A report regarding the Verde River Basin Partnership. Mayor Von Gausig - No Report

WAC - A report regarding the Yavapai County Water Advisory Committee. Mayor Von Gausig reported that there were discussions regarding the flow model and USGS responsibility.

VVREO – A report regarding the Verde Valley Regional Economic Organization – Councilmember Regner reported on the annual retreat where they worked on their vision, mission and redefined their core values.

YCL – A report from the Yavapai College Liaison. Councilmember Regner reported that Dr. Penny Wills is the new President from Iowa.

**NATIONAL METER & AUTOMATION INC. PRESENTATION WORKSESSION – A presentation by National Meters & Automation, Badger Meters area distributors, to discuss Badger meters and their automated meter reading system.**

Richard MacKendrick from National Meter and Automation gave a presentation about Badger Meters which are currently being used in Lower Town Clarkdale, and discussed the benefits of an automated meter reading system for the Town of Clarkdale. Mr. MacKendrick explained that accurate water meters generate income, distribute water and sewer costs fairly, conserve water, and are tools that provide system analysis. The meters have a 15 year warranty, save a lot of staff time reading meters, have leak detection, low flow detection, tampering, and data profiling capabilities. Clarkdale currently has 143 Meters in Lower Clarkdale which takes about 4.5 minutes to read. The package includes simple to use and follow software, meters, encoder, radio transmitter, collection device, and customer service.

The Utilities Department tested 19 meters and 10 of them did not record the water use accurately. Accurate water use could generate \$6,000 per month. The meters need to be replaced and Utilities Director Debrosky would like to save costs of the manual meter reading along with getting more accurate information and being able to switch to one billing a month. Currently, it takes 10 days to read meters twice a month.

**CLARKDALE MAGISTRATE COURT UPDATE– An update to discuss the administration and operations of the Clarkdale Magistrate Court.**

Town Magistrate Ramsey's employment contract contains provisions for an annual meeting with the Council in order to provide updates on the administration of the Clarkdale Magistrate Court. Judge Ramsey provided a summary presentation of the courts' operations to Council.

City courts do not handle any civil cases, such as evictions, contract disputes, wages or damages. The Judge is appointed as a Juvenile Hearing Officer for cases dealing with defendants under the age of 18.

The judge and staff have to be ready during court hours to schedule new cases, hear petitions, receive payments and process cases.

There are mandatory sentences for certain offenses, and prescribed surcharges, fines, jail, or counseling programs. A “bond schedule” is prepared and reviewed annually by courts in the county to develop standard fines for common criminal and civil offenses.

The Clarkdale Magistrate Court Website information will be updated by staff, broken links will be corrected, information concerning civil traffic procedures will be included, new forms for protective orders, notice on enforcement policy for delinquent fines, links to relevant legal resources, and other items will be useful tools for access to the courts.

Councilmember Regner has a hard time deciphering the monthly reporting provided and would like a clearer picture of court action during the month.

Mayor Von Gausig commented that this was the most comprehensive overview of court and was very interesting.

**FISCAL YEAR 2010/2011 BUDGET TRANSFERS – Discussion and consideration regarding authorization for fund transfers within the fiscal Year 2010/2011 budget.**

Each year the Council adopts a balanced budget based on projections of local revenue as well as projections from the State of Arizona revenue (State Shared Revenues and State Sales Tax). Staff uses these projections to budget for expenses expected to be incurred in the following year. During the year, Council may make changes to a budget based on economic factors by authorizing additional transfers when needs are identified.

Exact amounts available for the requested budget balancing transfers will not be available until well after June 30<sup>th</sup>, when final sales tax collections are distributed by the State of Arizona and yearly closing entries have been completed. The following transfer totals are based on current projections of year end funds available. For audit purposes, these adjustments need to take place before the June 30<sup>th</sup> end of the Fiscal Year. Actual transfer amounts may differ due to changes in actual revenue received for the remainder of the year and amounts required to balance the General Fund, HURF Fund, Capital Projects Fund, Water Fund, Wastewater Fund, Sanitation Fund, and Cemetery Fund.

Proposed transfers are as follows and are based on total dollars available:

<u>Transfers out of:</u>	<u>Transfers into:</u>	<u>Amount:</u>	<u>Current Budget</u>
<u>Construction Tax Transfer to Capital Projects Fund and General Fund offset amount</u>			
General Fund	Capital Projects Fund	\$ 32,036.00	\$16,511.00
General Fund	Capital Projects Fund	\$ 46,275.00	\$61,700.00
<u>Administration Fee Fund transfers to General Fund</u>			
Streets Fund	General Fund	\$30,331.13	\$30,331.13
Wastewater Fund	General Fund	\$31,566.95	\$31,566.26
Water Fund	General Fund	\$50,753.26	\$50,753.26
Sanitation Fund	General Fund	\$23,328.07	\$23,328.07
Grants Fund	General Fund	\$10,000.00	\$10,000.00
Cemetery Fund	General Fund	\$ 3,421.88	\$ 3,421.88
Developer Reimbursement	General Fund	\$39,500.00	\$0

<u>Transfers out of:</u>	<u>Transfers into:</u>	<u>Amount:</u>	<u>Current Budget</u>
Sanitation Fund	Streets Fund	\$44,000.00	\$44,000.00
Perpetual Care Fund	Cemetery Fund	\$ 7,000.00	\$11,000.00

Vice Mayor Dehnert moved to authorize the staff to make the necessary budget balancing fund transfers within the Fiscal Year 2010-2011 budget as recommended. Motion seconded by Councilmember Bohall. Motion approved unanimously.

**FISCAL YEAR 2010 – 2011 PRELIMINARY BUDGET WORKSESSION – A worksession with Council regarding the Preliminary Budget for the 2010-2011 Fiscal Year Budget.**

Finance Director Bainbridge reported that at the May 10, 2011 Council Meeting, a Power Point presentation of the 2011-2012 Fiscal Year Trial Budget was reviewed for the Major Operational Funds of the General Fund, HURF (Streets) Fund, Wastewater Fund, Sanitation Fund, Water Fund, Cemetery Fund, and Capital Improvement Fund. There were also budget presentations for the additional Non-Operational Funds of the Wastewater Plant & Equipment Improvements, Water Capital Improvements, Development Reimbursement Fund, Impact Fees, Wastewater Development Projects, Grant Fund and Donation Fund.

Projections were fine tuned as we continued to receive additional information over the last few weeks and the changes were:

1. Actual Workers Compensation experience modification increase to 1.92 which increased all Major Operational Funds a total of \$7,186.
2. Increase in one time COLA based upon the changes requested by Council for inclusion of the Town Manager, CSP Project Manager and Municipal Judge of \$3,435.
3. Actual annual contribution rate increase of the Public Safety Personnel Retirement System from 15.68% to 16.80% for a total increase of \$3,750.
4. NAIPTA/CAT Transit Contract decrease from \$41,828 to \$38,750 for a decrease of \$3,078.

Local sales tax totals on the revenue side were adjusted in order to cover these additional expenses and are now at our maximum comfort level for the 2011-2012 budget.

We held two Trial Budget Public Workshops and had only one person attend.

There are two items that have not been addressed in the proposed budget:

The Department of Water Resource Water Assessment of \$5,700 is still budgeted in the Water Fund. At the May 10<sup>th</sup> meeting, Council discussed moving the fee into the General Fund.

The Senior Center and the Clarkdale Heritage Center have made requests for line item funding from the Town during the Trial Budget process. In the past the budget did have a line item for "Non-Profit Funding Grants", which we would use to fund those types of requests in the past. \$25,000 was budgeted in FY 2007 and \$4,500 was budgeted in FY 2008.

In order to fund either of the two above items in the General Fund we are asking Council to provide guidance as to what should be reduced/cut in order to accomplish the requests. We are providing a list of several discretionary items that are currently included in the FY12 budget that could be reduced/cut cut in order to fund things like Non-Profit Grants and the ADWR Water Assessment.

Discretionary Items:

National League of Cities Conference	\$ 5,800
Centennial Project Expenses	\$ 5,000
Website Expenses	\$ 6,000
COLA	\$36,285
Human Resource Department Safety	\$ 4,500

Property Tax Increase from the proposed 1.095 Tax Rate equaling \$412,394.52 up to a tax rate of 1.15 equaling 433,108.40. Our Allowable Levy Limit is \$436,573.

The 2011-2012 Proposed Budget Summary, which shows each Fund of the Town along with the budgeted expenses and revenues was reviewed with the Council along with the document that showed the amount of detailed designated funds (carryover) included in the budget.

The Council directed staff to move the Department of Water Resource Water Assessment of \$5,700 from the Water Fund to the General Fund and delete the National League of Cites Conference for the Council in the amount of \$5,800. The Council felt the requests from Non-Profit organizations were not able to be budgeted for in the 2011 – 2012 budget.

Mayor Von Gausig opened the meeting to public comment.

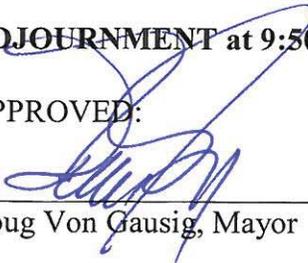
Elaine Bremner, Verde Valley Senior Center explained the various services the Verde Valley Senior Center provides for Clarkdale residents and urged the Council to budget some type of funding for the Center.

Mayor Von Gausig closed public comment.

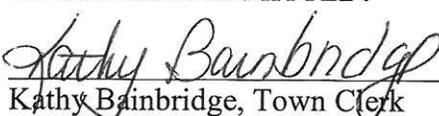
**FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda.

**ADJOURNMENT at 9:50 p.m.**

APPROVED:

  
\_\_\_\_\_  
Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:

  
\_\_\_\_\_  
Kathy Bainbridge, Town Clerk

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 the Town of Clarkdale, Arizona held on the 14<sup>th</sup> day of June, 2011. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13 day of July, 2011

SEAL

Kathy Bainbridge  
Kathy Bainbridge, Town Clerk