

**Minutes of a Special Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, May 22, 2012**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, May 22, 2012 at 3:00 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 3:01 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig  
Vice Mayor Richard Dehnert

Councilmember Bill Regner  
Councilmember Curtiss Bohall

Town Staff:

Town Manager Gayle Mabery  
Town Clerk/Finance Director Kathy Bainbridge  
Community Services Director Janet Perry  
Community Development/Economic Director Jodie Filardo  
Public Safety Director John Wintersteen  
Utilities Director Wayne Debrosky  
Administrative Assistant Mary Ellen Dunn

**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.

**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. **Reports** - Approval of written Reports from Town Departments and Other Agencies  
Building Permit Report – April, 2012  
Capital Improvements Report – April, 2012  
Magistrate Court Report – April, 2012  
Clarkdale Fire District Report and Mutual Aid Responses Report – April, 2012  
Police Department Report – April, 2012
- B. **A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona replacing Resolution #1383, setting fees for the Town of Clarkdale by creating Public Works Event Support Fees** – Approval of Resolution #1395, a resolution creating fees for events requiring a Public Works employee to be on site or available for support .

- C. **Intergovernmental Agreement for Establishment of Unified Emergency Management** – Approval of the 2012-2013 Intergovernmental Agreement between Yavapai County and the Town of Clarkdale for Emergency Management Services.
- E. **Employment Contact renewal between the Town of Clarkdale and Ronald Ramsey** – Approval of renewing the Employment Contract for the current Town Magistrate.
- F. **Resolution Making an Appointment to the Library Advisory Board** – Approval of Resolution #1396, amending Resolution #1387, making an appointment to the Library Advisory Board.

**Councilmember Regner pulled Items D and G from the Consent Agenda.**

**Vice Mayor Dehnert moved to accept Consent Agenda items A, B, C, E, and F as presented. Councilmember Bohall seconded the motion. The motion was approved unanimously.**

- D. **Heritage Grant Program Grant-In-Aide Participation Agreement between Arizona Game and Fish Department and Town of Clarkdale** – Approval of the Heritage Grant-In-Aide Participation Agreement for support of the Verde River @ Clarkdale project.

The Town of Clarkdale has been awarded a Heritage Grant in the amount of \$40,500 from the Arizona Game and Fish Department. This grant is to support the Verde River @ Clarkdale project. The funds are designated to be used to improve the driveway onto the Arizona State Parks site at Tuzigoot Bridge, also known as the Tuzigoot River Access Point. In addition, the funds will be used to create ADA parking connected to an accessible route to the Verde River and a stable viewing pad down near the river's edge.

Per the Grant-In-Aide participant Agreement, the \$40,500 will be dispersed in two payments; 90 percent, or \$36,450, will be disbursed to the Town upon execution of the agreement and the remaining 10 percent to be disbursed upon certification of the project by the Arizona Game and Fish Department.

Staff will be required to maintain an accounting of actual expenses. Any unused monies would be required to be returned to the Grantee.

The agreement is good for a three year time period from the date of execution.

Councilmember Regner requested elaboration on this agenda item. Economic/Community Development Director Filardo explained that the purpose of the grant application was to provide better public access to the Verde River, particularly for those with mobility challenges. The driveway from Tuzigoot Road to the lower parking lot will be re-engineered, engineering and creating two ADA parking spaces with an island in between and stabilizing the path from those two parking spaces down to the water and creating a viewing platform. These funds provide for the engineering and also for the improvement of the existing facilities. The road is to be 1" gravel and the

stabilized path decompressed granite to facilitate travel for a walker or wheelchair.

**Councilmember Regner moved to approve the Heritage Grant Program Grant-In Aide Participation Agreement between the Arizona Game and Fish Department and the Town of Clarkdale for support of the Verde River @ Clarkdale project. Councilmember Bohall seconded the motion. The motion was approved unanimously.**

- G. Intergovernmental Agreement for the Creation and Participation in the Yavapai Child Abduction Response Team (YCART) - Approval of the Intergovernmental Agreement for the Creation and Participation in the Yavapai Child Abduction Response Team with Yavapai County Sheriff's Office and other municipalities and agencies in the county.**

There have been many advances in the response to reports of child abductions, including "Amber Alerts" and better communicating among law enforcement agencies. One area where experience has shown a need to improve is the immediate, effective, comprehensive response by law enforcement agencies. Several metropolitan areas around the country, including Phoenix and communities to the east and south of that city, have established Child Abduction Response Teams, to create the capability for this immediate, effective, comprehensive response. With the help of the FBI, which has jurisdiction over kidnappings that cross state lines and provides help to local agencies in these cases, the Yavapai County Sheriff's Office has taken the lead in forming a local, multi-agency, multi-discipline team.

The Clarkdale Police Department does not have the manpower to provide an officer to attend the YCART training, nor to assign one as a primary responder. By "signing on" as YCART member, however, the county-wide resources will be available should Clarkdale experience a child abduction. In exchange, Clarkdale Police Department may be asked for an officer to assist in neighborhood or forest searches, setting up checkpoints, etc. – all activities that the Clarkdale Police Department would participate in anyway, on request, if manpower were available when the call came in. Through participation in YCART, if the IGA is approved as recommended, the Clarkdale Police Department will have a greater obligation to respond to support police operations to locate an abducted child, and may get called on somewhat more often than it has been in the past for assistance on major crimes. However, child abductions are fortunately rare in Yavapai County, so the number of times the Clarkdale Police Department is likely to be called upon to provide an officer is very small.

Each agency is responsible for its own costs, including salaries and benefits, overtime, use of vehicles and other equipment, etc.

Interim Public Safety Director Wintersteen explained that there would be no manpower contribution available for training from the Town's Police Department; however assistance from the Town Police Department would be available in the event of an abduction situation. There would be no cost to the Town. The idea is to sign on as a part of the agreement and become one of the originating members and have resources available to us if needed.

**Councilmember Regner moved to approve the Intergovernmental Agreement for the Creation and Participation in the Yavapai Child Abduction Response Team with Yavapai County Sheriff's Office and other municipalities and agencies in the county. Vice Mayor Dehnert seconded the motion. The motion was approved unanimously.**

## **NEW BUSINESS**

**RESCHEDULING OF THE INTERVIEW DATE SET FOR FILLING COUNCIL VACANCY** - Discussion and consideration of rescheduling the May 29<sup>th</sup> interview date set previously by Council for applicants filing for the vacant Council position.

Council Member Patricia Williams submitted a letter of resignation from her position on the Clarkdale Town Council, effective April 24, 2012. The resignation is from the remainder of her current term (which ends in May, 2012) and for term that she was elected to in March (which begins in June, 2012).

In accordance with A.R.S. 9-235, the Town Council will fill the vacancy by appointment until the next regularly scheduled council election (which will occur in 2014 for Clarkdale). There will be an opportunity for a candidate to run and be elected for the remaining 2-year term of office at the 2014 municipal election.

The process that the Council uses for appointments to vacant seats is strictly a matter of Council preference. Neither the Clarkdale Town Code nor the State statutes outlines any particular process. At the April 24<sup>th</sup> Council Meeting, the Council discussed the process to be used for filling the vacancy. The following motion was made:

**Vice Mayor Dehnert moved that approval process for filling the vacant council member position include the solicitation of letters of application to be accompanied by a personal resume, a completed Town Council Application form, all to be submitted by May 22, 2012. On May 29, 2012 at a Special Council meeting applicants will be interviewed. The appointee will be selected at a Special Meeting on June 5, 2012 and take office on June 12, 2012. Councilmember Bohall seconded the motion. The motion was approved unanimously.**

The deadline for submitting applications is May 22, 2012 and the Town has received three applications at the time of preparing the packets. During review of the submitted applications, it was brought to our attention that the date set for the interviews does not allow all of the applicants to participate in a face to face interview.

A "Motion to Amend Something Previously Adopted" allows the Council to simply change a part of the action they took at a previous meeting, leaving the remainder of the motion intact.

A Motion to Rescind allows the Council to cancel the entire action they took at a previous meeting and then make a new motion.

Town Clerk Bainbridge reviewed history of original May 29<sup>th</sup> interview date and problem with one of applicants in attending that meeting. Other applicants have been informed of the change. Re-scheduling okay with other applicants and May 30<sup>th</sup> (Wed) from 2 – 4 p.m. or 6 – 8 p.m.

Town Manager Mabery indicated direction from council was sought as well for time allowances for each interview. Plan is to ask applicants not to sit in on each other's interviews although the process is open to the rest of the public.

**Councilmember Bohall moved to approve the "Motion to Amend Something Previously Adopted" and schedule the interview on May 30<sup>th</sup> from 2:00 to 4:00 PM. allowing interview time of 30 minutes per person. Councilmember Regner seconded the motion. The motion was approved unanimously.**

**2012 STRATEGIC PLANNING GOALS AND OBJECTIVES** - Discussion and consideration of goals and objectives from 2012 Strategic Planning session.

The Clarkdale Town Council, Town Manager and Department Heads met for their annual Strategic Planning workshop on March 15<sup>th</sup>, and this year's session had a targeted theme: Ensuring Financial Sustainability for the Town of Clarkdale.

As background for the meeting, the participants reviewed the Government Finance Officers Association's "Stages of Financial Recovery", and the three stages of financial recovery – Bridging, Reforming and Transforming. Clarkdale's Bridging phase began with the implementation of retrenchment tactics in late-2007 and continued through 2011 while revenues continued to decline through the economic downturn.

Clarkdale now considers itself to be in the Reforming and Transforming phases. As part of the Reform phase, the Clarkdale Town Council adopted a strategic vision and mission in 2011, which was a critical step on the path towards financial sustainability. The adopted vision and mission set the platform for the 2012 Strategic Planning session to focus on the development of long-term financial goals and strategies. The goals and objectives that were developed are an important step in the process to ensure that Clarkdale becomes not only financially sustainable, but resilient and adaptable in the face of the new economic reality.

The focus of the discussion during the 2012 Strategic Planning session spanned a period from 1 to 5 years, and the Clarkdale Town Council identified the following three priority focus areas:

- Workforce/Human Capital
- Deferred Maintenance
- Economic Development

In their discussion relating to Workforce/Human Capital, the Council identified the importance of delivering the level and quality of services that Clarkdale residents need, want and expect, and the necessity of a quality Town staff to do so. They spoke to the need for Clarkdale to offer competitive salaries and benefits in order to retain and attract a qualified and experienced workforce. They also noted their desire to restore the 10% reduction in pay/hours that was implemented in January 2009 as soon as financially possible.

The importance of the Town's capital assets was the subject of much discussion during the session. Throughout the downturn in the economy, the Town had to defer routine maintenance on facilities and infrastructure due to severely reduced revenue. Capital improvement projects that did not have an outside source of funding (such as grants or reserved capital funds) were suspended. The Council made clear that maintaining the Town's capital was a high priority, and

the first area of focus should be to remedy issues that have resulted from deferred maintenance. In the longer term, Clarkdale should focus on factoring in the true cost of our capital into our asset management practices and maximize the productivity of the assets that we do have.

The Council reaffirmed their support for the Town of Clarkdale to continue to focus on Economic Development, and noted that the 2011 establishment of the Town's first Economic Development Director was an important step in that process. While there is forward momentum on the economic development front in Clarkdale, the Council felt strongly that another important early step is to define economic development in Clarkdale in a way that is broadly supported by the community. The Council expects that this will take place through the Focused Future II process that is currently underway and should be complete by the end of 2012.

The goals that were identified by the Town Council, were as follows:

- Goal #1 Attract and Retain a Qualified and Competent Workforce in Order to Provide High Quality Services to Residents
- Goal #2 Maintain the Value of our Capital
- Goal #3 Define Economic Development for Clarkdale
- Goal #4 Establish and Maintain an Unreserved Fund Balance (Contingency Fund) in the General Fund
- Goal #5 Maximize Productivity of Current Assets (Verde River @ Clarkdale, Clark Memorial Clubhouse, Historic District, etc.)
- Goal #6 Ensure That New Development Does Not Create a Financial Burden on the Current Citizens
- Goal #7 Factor True Costs Into Asset Management Practices (Deferred Maintenance, Scheduled Maintenance, Depreciation, etc.)
- Goal #8 Protect the Natural, Cultural and Historic Environment of Clarkdale

Following the March 15<sup>th</sup> meeting, the staff was tasked with developing objectives for the next 12-24 months on the eight goals selected by the Council. The spreadsheet that outlines the goals and objectives is attached for Council's review.

Town Manager Mabery described the teams and the objectives to be discussed by team leaders. Community Services/Human Resources Director Perry discussed goals #1- and the approach. The past three years the town has been restricted by not being able to give increases but staff has found it necessary to combine job titles. Council expressed opinions that the goals and objectives appear to be what has been discussed and agreed upon and no further elaboration would be necessary.

Utilities Director Debrosky presented information with regard to signage and lighting goals.

**Councilmember Bohall moved to approve the goals and objectives that were produced as a result of the 2012 Strategic Planning Session. Vice Mayor Dehnert seconded the motion. The motion was approved unanimously.**

**ACCEPTANCE OF BID, APPROVAL OF CONTRACT, AND THE ISSUANCE OF THE "NOTICE TO PROCEED" FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BROADWAY ROAD IMPROVEMENTS PROJECT - Discussion and**

consideration to accept the bid to provide construction for the CDBG Project #101-11 – Broadway Road Improvements in the base amount of \$277,527.80 along with Alternates #1 & #5, approve the contract for the CDBG Broadway Road Improvements Project and direct the Public Works Department to issue a Notice to Proceed to AJP Electric.

This project consists of the construction of sidewalk, curb, lights and road improvements on Broadway Road, including asphalt overlay of approx. 2,675 feet of Broadway Road, construction of 1,920 lineal feet of new curb and sidewalk, installation of new street lights, new striping and related improvements. Funding for this project is through a Community Development Block Grant through the Arizona Department of Housing.

Pre-Bid meeting was held May 2, 2012, with final sealed Bid opening on May 9, 2012 at 3:00 pm. Five (5) bids were received:

<u>Contractors</u>	<u>Base Bid</u>
Fann Contracting, Inc., Prescott, AZ	\$375,992.00
Woodruff Construction, Flagstaff, AZ	\$368,154.44
J. Banicki Construction, Inc., Tempe, AZ	\$303,944.05
Asphalt Paving & Supply, Inc., Prescott Valley	\$289,589.50
<b>AJP Electric, Phoenix, AZ</b>	<b>\$ 277,527.80</b>
<b>Alternate #1</b>	<b>\$ 12,116.40</b>
<b>Alternate #5</b>	<b>\$ 3,600.00</b>

AJP Electric met all project qualifications under the requirements set forth by the Arizona Department of Housing.

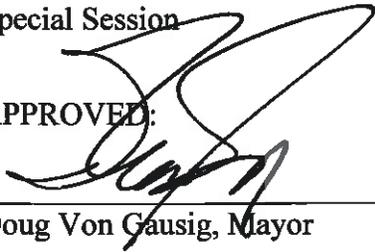
Utilities Director Debrosky described process of public bid for the project. We currently have approximately \$304,000 for the project so it is within the budget. Discussed the desire to install a pedestal for later installation of solar lights. The lighting would not impact our ordinance. Vice Mayor Dehnert asked if the town was planning to coordinate with businesses and Debrosky replied that there were currently three meetings scheduled with the railroad. Roundabout project will be even more impactful and discussions are ongoing with local business. Debrosky further stated that four lights would be going in and the length of the project is 60 days. Mayor Von Gausig noted that if we were able to wait and maybe put in 2 lights instead of 4, we could take advantage of decreasing costs. Debrosky stated that at some time we will be looking at the bridge lighting as well.

**Vice Mayor Dehnert moved for the acceptance of the bid, approval of contract and the issuance of the Notice to Proceed for the CDBG Block Grant Broadway Road Improvements Project. Councilmember Bohall seconded the motion. The motion was approved unanimously.**

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

**ADJOURNMENT** – with no further business, Mayor adjourned the meeting at 3:43 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 22<sup>nd</sup> day of May, 2012. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13 day of June, 2012

SEAL



Kathy Bainbridge, Town Clerk