

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, April 14, 2015**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, April 14, 2015, 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 P.M. by Mayor Von Gausig.**

**Town Council:**

Mayor Doug Von Gausig

Councilmember Bill Regner

Vice Mayor Richard Dehnert

Councilmember Curtiss Bohall

Councilmember Scott Buckley

**Town Staff:**

Town Manager Gayle Mabery (arrived at 6:39 following meeting with Town Attorney)

Town Clerk/Finance Director Kathy Bainbridge

Community Services/Human Resources Director Janet Perry

Community Development/Economic Director Jodie Filardo

Senior Planner Beth Escobar

Utilities/Public Works Director Wayne Debrosky

Police Chief Randy Taylor

Deputy Clerk 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.

**Drake Meinke, Clarkdale resident and business owner** spoke about upcoming events

**Karen Daniels, Clarkdale resident – apologized for tone of cell tower letter she sent to Town a few months ago. Gave statement about her prior volunteer services to the Town of Clarkdale. Asked for 15 minutes of Council's time to come to her house to experience first-hand the cell tower's impact on her home and way of life. (Mayor recommended Ms. Daniels send an email to the Council with that invitation).**

**REPORTS**

**Current Events** – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor Von Gausig's Report –

- 03/11/2015: Attended Rural Advisory Council meeting for Local First Arizona
- 03/16/2015: Attended CPR/First Aid Training;
  - Met with Duff and Town Manager Mabery at the Broadway gate into the dam
- 03/17/2015: Attended ASCOT Premier Trails committee meeting;
  - Met with Laurel Lacher (Lacher Hydrological Services) and Community Development/Economic Director Filardo
- 03/18/2015: Attended Arizona Forward land use committee regarding Verde River @ Clarkdale
- 03/19/2015: Attended Arizona Forward Executive Committee meeting;
  - Met with Yavapai College's James Perey, Executive Dean
- 03/20/2015: Attended John Tavasci, Sr.'s funeral
- 03/26/2015: Spoke to Cottonwood Kiwanis regarding Verde River initiatives, geo-tourism, VR @ Clarkdale
- 03/28/2015: Attended Verde River Runoff
- 03/29/2015: Attended and spoke at Welcome Home Vietnam Veterans event
- 03/31/2015: Met with Senator Jeff Flake along with some other mayors and county supervisors
- 04/02/2015: Participated in tour of Mingus Union High School
- 04/06/2015: Attended Volunteer Appreciation event
- 04/07/2015: Attended Water Forum at Morrison Institute featuring Senator Jeff Flake;
  - Attended Arizona Forward Sustainable Funding committee meeting
- 04/09/2015: Attended Yavapai County Mayors/Managers meeting
- 04/14/2015: Met with Freeport McMoRan representatives

Vice-Mayor Dehnert's Report –

- 03/16/2015: Participated in activity for Habitat for Humanity's 20<sup>th</sup> anniversary
- 03/29/2015: Emceed Welcome Home Vietnam Veterans event
- 04/02/2015: Participated in MUHS visit
- 04/06/2015: Attended Clarkdale Volunteer Appreciation event
- 04/07/2015: Attended Yavapai County Board of Health meeting in Prescott
- 04/08/2015: Attended MATForce/Verde Valley Steering Committee meeting

Councilmember Bohall's Report –

- 03/14/2015: Attended Car Show
- 03/17/2015: Celebrated St. Patrick's Day at Main Street Café
- 03/19/2015: Attended CATS meeting
- 03/29/2015: Attended Welcome Home Vietnam Veterans event
- 04/06/2015: Attended Volunteer Appreciation event

Councilmember Regner's Report –

- 03/14/2015: Attended Car show
- 03/16/2015: Attended CPR training

- 03/18/2015: Attended Yavapai College Advisory Committee meeting
- 03/29/2015: Attended Welcome Home Vietnam Vets event
- 04/01/2015: Attended Yavapai College Advisory meeting
- 04/08/2015: Attended Local First Arizona mixer
- 04/09/2015: Attended Verde Valley Land Preservation meeting

Councilmember Buckley's Report –

- 03/15/2015: Went on a ride-along with Police Sgt. Relyea
- 04/06/2015: Attended Downtown Business Alliance meeting

**Organizational Reports** – Reports regarding regional organizations.

CAT/ VVTPO – Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations. Councilmember Bohall:

CAT: Working on extending service to Village of Oak Creek; there are 100 Cottonwood residents who work in the Village; ridership has increased significantly over past few years

NACOG - Northern Arizona Council of Governments. Vice Mayor Dehnert:

No report

NAMWUA - Northern Arizona Municipal Water Users Association. Councilmember Buckley:

No report

VRBP – Verde River Basin Partnership. Mayor Von Gausig:

No report

VVLP – Verde Valley Land Preservation. Councilmember Regner:

Meeting April 13, 2015 – seeking financial support from Verde Valley municipal governments

YC Advisory Board – A report from the Yavapai College Advisory Board representative.  
Councilmember Regner:

03/18/2015 Presentations from Yavapai College Foundation Executive Director and Vice President of Yavapai College Advancement and Economic Development on the history and future plans of the foundation activities in the Verde Valley. Indications present that investments in staffing and events haven't generated positive returns.

04/01/2015 – Report from Executive Dean James Perey regarding launch of hospitality/culinary arts programs and Film Media Arts program; committee is also considering a recommendation to the College's District Governing Board to not raise the property tax levy for Yavapai County.

Councilmember Regner did not participate in that discussion.

**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 Strategic Planning Sessions on March 4 and 5, 2015, Regular Meeting held March 10, 2015 and Special Meetings March 4<sup>th</sup>, 5<sup>th</sup> and 24<sup>th</sup>, 2015.
- B. Claims** - List of specific expenditures made by the Town during the previous month. March, 2015 check log and PPE dated March 7, 2015 and March 21, 2015.
- 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 meeting March 25, 2015  
Design Review Board minutes of the meeting held March 4, 2015  
Planning Commission minutes of the meeting held March 17, 2015  
Library Advisory Board Notice of Cancellation of meeting March 12, 2015  
Parks and Recreation Committee minutes of the meeting held March 11, 2015
- D. Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, Amending Resolution #1496, Setting Fees for the Town of Clarkdale, by Creating Verde River @ Clarkdale Membership Fees** – Approval of Resolution #1497 creating Verde River @ Clarkdale Membership Fees.
- F. Sedona Recycles, Inc. Agreement for Contracted Services**– Approval of an Agreement for Contract Services with Sedona Recycles, Inc. for recycling drop off services in the Town of Clarkdale.
- G. Resignation from the Planning Commission** – Acceptance of Jack Van Wye’s Resignation from the Planning Commission.

Mayor Von Gausig pulled item E.

**Councilmember Regner moved to accept Consent Agenda items A, B, C, D, F and G as presented. Vice Mayor Dehnert seconded the motion and the motion passed unanimously.**

- E. Motorcycle Safety Awareness Month Proclamation** - Approval of a proclamation setting May, 2015 as Motorcycle Awareness Month in Clarkdale.

Motorcycle riding is a popular form of transportation from daily commutes to recreation for the residents of Clarkdale, Verde Valley, and Arizona and the safe operation of a motorcycle requires the use of special skills developed through a combination of training and experience, the use of good judgment, and thorough knowledge of traffic laws.

It is especially important that the residents of Clarkdale be aware of motorcycles on the streets and highways and recognize the importance of motorcycle safety and the importance of sharing the roadway. All residents are being encouraged to safely share the roadways throughout Verde Valley and to always Look Twice for Motorcycles.

Trish Gomez from the Modified Motorcycle Association (MMA) discussed her organization and stated that May is Motorcycle Awareness Month and she is promoting this event around the state.

**Vice Mayor Dehnert moved to accept Agenda item E as presented. Councilmember Buckley seconded the motion. Mayor Von Gausig read the proclamation and the motion carried unanimously.**

### **NEW BUSINESS**

**WATER RESOURCES MANAGEMENT PROGRAM WORKSESSION** – Discussion regarding the Water Resources Management Program Recommendations Report and Project Plan.

The WRRC report and recommendations were a culmination of an eighteen month effort between the Town of Clarkdale, the University of Arizona Water Resources Research Center (WRRC), Lacher Hydrological Consulting (LCH), and consultations with almost sixty (60) experts in water management. Funding was provided by the Walton Foundation to create a Water Resources Management Program (WRMP).

The WRMP report takes into account the great strides the Town has already made toward sound water management, limiting factors such as population and economic resources, and the need for regional cooperation. Regional cooperation was not included in this report as a recommendation per se, but the Expert Forum, interviews, and the Small Town Forum all stressed the need for regional collaboration across jurisdictions on water as one of the most common themes. The report recognizes that recommendations are interrelated and in some cases interdependent.

#### **Recommendations (In order of priority as laid out in the WRMP Report):**

- 1. The first priority was to develop and implement a comprehensive water-loss control program.** Despite efforts by the Town's Utilities Department the amount of non-revenue water remains high. The Town has an aged water distribution system with areas consisting of ninety (90+) plus year old piping and mains.
- 2. Engage the public about water sustainability and values.** The Town should continue efforts made by the WRRC to engage the public and provide educational opportunities on issues concerning water sustainability, water management, and the Verde River. Limiting factors or challenges that can impact these efforts are lack of available time, funding, expertise, as well as the related challenge of finding ways to encourage cooperation among different views and priorities.
- 3. Develop a strategic plan for the reuse of effluent/reclaimed water.** With the construction of a new wastewater treatment plant (WTTP) the Town of Clarkdale now produces approximately

134 acre-feet of A+ reclaimed water per year or 38% of the current plant's permitted capacity. For future expansion the facility was designed to allow two more upgrades of 0.350 MGD each bringing the total design capacity to 1.05 MGD.

The WRMP Report identified groundwater recharge as the most cost-effective option available to the Town at this time. The report also identifies the need for a strong public education/information effort and public meetings about reclaimed water to avoid causing confusion and misunderstanding.

4. **Understand and plan for stormwater and rainwater resources.** The report identified rainfall and runoff generated during storm events as an additional source of water for communities to utilize as part of their water resource portfolio.

In order to begin implementation of this recommendation the Town would need to invest staff time in developing a rainwater and stormwater harvesting plan, and to hire a consultant to develop a rainfall/runoff model.

5. **Link land use planning to water management.** The fact that Clarkdale has the capacity to manage its potable water supply and its wastewater treatment process provide improved flexibility in water resource management and planning. This puts the Town in a position to link water management with land-use objectives in a way that will generate lasting, positive impacts in achieving its water conservation objectives.

6. **Create a community water budget and partial demand offset.** A community-wide water budget uses data on water supply and demands as part of a conversation about where and how much water should be used in a community. Budgets can be community-wide or household in nature. The report recommends using a citizen advisory council to develop a draft community budget, and then refine that budget through a series of community water budget workshops. The first step in this process would be to download the C2E Program Development Toolkit and hold a scoping meeting.

#### **Goals for this Three (3) year plan:**

1. Implementation water loss-control program
2. Link land use planning with water resource management practices.
3. Develop public outreach and educational programs.
4. Explore and define options for the reuse reclaimed water (A+ effluent).

#### **Limiting factors in implementing the WRMP Report recommendations:**

- Limited Town of Clarkdale staff time and resources
- Limited funding to hire consultants to develop a stormwater and rainwater harvesting plan
- The difficulty in overcoming political, economic, cultural, and jurisdictional boundary considerations in the formation of a regional water management district.

Steps taken so far, by the Utilities Department, to reduce the amount of non-revenue water have included the following:

- Water distribution system inspections and updates to the historical records and system maps

- Upgrade of the system's water meters from ten plus year old meters to new radio read meters. The new meters store almost one year of user data and allow staff to review the data to determine usage patterns and identify potential leaks.
- Each month the Utilities Billing Clerk reviews abnormally high water usage for Utility customers and calls them to inform them they may have a leak. In some cases a water operator will assist the customer with determining the reason for the high usage.
- The Utilities Department have repaired three hundred and fifty nine (359) leaks in the water distribution system since 2007.
- Clarkdale Breaks and leaks from 2007 to 2014
  - o 2007 We had 54 breaks or leaks.
  - o 2008 We had 38 breaks or leaks.
  - o 2009 We had 62 breaks or leaks.
  - o 2010 We had 67 breaks or leaks.
  - o 2011 We had 47 breaks or leaks.
  - o 2012 We had 38 breaks or leaks.
  - o 2013 We had 23 breaks or leaks.
  - o 2014 We had 30 breaks or leaks.
- 5.2 miles of water mains have been replaced since 2008.
- The Town of Clarkdale has an active leak detection program and contracts with M.E. Simpson Company, Inc. and National Meter & Automation, Inc. to provide vendor leak detection services. In 2014 M. E. Simpson Company, Inc. performed a system-wide leak detection service.

Completion of the Hydraulic model. The hydraulic model will identifying problem areas and aid in leak detection; allow us to model changes in the water distribution system caused by growth; and to determine system infrastructure and components necessary to expand the distribution system.

Utilities/Public Works Director Debrosky presented information on this agenda item and reviewed the Water Resource Management Task List.

Mayor Von Gausig noted that the Verde Valley has opportunities available that might overcome some of the limiting factors if collaboration between communities would occur.

Discussion followed about the implementation of the plan and model. Discussion included resources and funding, including grant request to Water Infrastructure Finance Agency for \$35,000 funding toward design of upper Town Water Main Replacement Project. If that were to come through, subsequent work funding would also be available.

**Worksession only, no action required.**

**FISCAL YEAR 2014-2015 BUDGET UPDATE** – A worksession to discuss the third quarter of the 2014-2015 FY budget.

This budget update is designed to provide the Town Council with an overview of the current budget position, discuss current budget and revenue projections, and talk about key areas in the Town's short term economic outlook.

<u>Account</u>	<u>YTD Actual</u>	<u>% of Budget</u>
Streets – Revenue (w DF)	\$ 342,366.95	55.88%
Streets – Revenue (w/o DF)	\$ 296,230.23	76.50%
Streets – Expenses (w DF)	\$ 281,788.54	45.99%
Streets – Expenses (w/o DF)	\$ 235,651.82	60.86%
Wastewater – Revenue	\$ 416,555.49	75.10%
Wastewater – Expenses	\$ 422,413.12	76.16%
Sanitation – Revenue	\$ 225,948.76	77.12%
Sanitation – Expenses	\$ 207,168.70	70.71%
Water – Revenue	\$ 941,430.70	69.86%
Water – Expenses	\$ 964,525.52	71.58%
Cemetery – Revenue	\$ 19,632.00	43.53%
Cemetery – Expenses	\$ 35,513.70	78.75%
General Fund – Revenue (w DF)	\$2,216,109.31	61.97%
General Fund – Revenue (w/o DF)	\$2,125,564.74	72.76%
General Fund – Expenses (w DF)	\$2,183,418.91	61.06%
General Fund – Expenses (w/o DF)	\$2,118,001.02	72.50%

Town Clerk/Finance Director Bainbridge presented updates on this agenda item.

Bainbridge stated she anticipates there will be a need to take \$25,000 from perpetual care fund to balance the cemetery fund for this fiscal year.

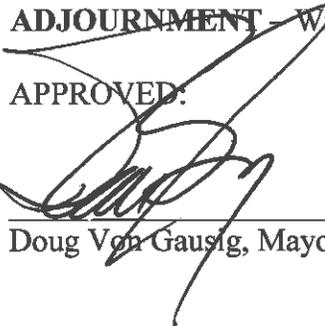
**This item is scheduled as a worksession only, and no official action is necessary from the council.**

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

**ADJOURNMENT** - Without objection, Mayor Von Gausig adjourned the meeting at 7:54 P.M.

APPROVED:

ATTESTED/SUBMITTED:

  
Doug Von Gausig, Mayor

  
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 April, 2015. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 18 day of May, 2015.

SEAL

Kathy Bainbridge  
Kathy Bainbridge, Town Clerk