

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, March 8, 2016**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, March 8, 2016, 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 (absent)

Vice Mayor Richard Dehnert

Councilmember Curtiss Bohall

Councilmember Scott Buckley

Town Staff:

Town Manager Gayle Mabery

Town Clerk/Finance Director Kathy Bainbridge

Human Resources/Community Services Director Janet Perry

Community Development/Economic Director Jodie Filardo

Community Services Administrative Assistant II Joni Westcott

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.

Thomas Beauty, Chairman of the Yavapai-Apache Nation, presented a check to the Town of Clarkdale in the amount of \$20,629.20 which represents 12% of the Tribal revenues that must be made to local municipalities as required by the Nation's Gaming Compact. Mr. Beauty was accompanied by Tribal Councilmembers Angie Smith, Annette Mendez, Rachel Hood and Cindy Nahee.

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's Report –

- 02/10/16 Met with David Baird and Community Development/Economic Director Filardo regarding upcoming Wine Fest
- 02/12/16 Attended Executive Committee Meeting for League of Arizona Cities/Towns –

Governor's staff attended to talk about Proposition 123 regarding the conversion of State Trust Lands for education purposes.

- 02/15/16 Met with Anna Bettis from ASU School of Sustainability regarding Verde Front
- 02/16/16 Attended meeting at Town Hall to discuss Fire District Consolidation with Jim Elmer, Don Eberle and Fire Chief Joe Moore; council was urged to research the topic as it will come before them in a vote sometime in April
- 02/17/16 Met with Grant Hamill, our bond advisor, and then to Phoenix to attend WIFA Board Meeting that benefited the Town in the way of funding our WIFA grant and re-financing existing water bond
- 02/19/16 Read all (8) temperature sensors on the Bitter Creek property
- 02/20/16 Attended final scene of the Nursery Rhymes project in Prescott; congratulated Town Manager on efforts in the area of human trafficking
- 02/24/16 Met with Herb Henderson at Town Hall regarding a watercolor donation to Clarkdale;
 - Took Peck's Lake tour with Freeport-McMoRan and State Parks
- 02/25/16 Attended Intergovernmental meeting in Sedona which had a main topic of panhandling/homelessness; was in publicity photo
- 03/04/16 Met with Steve Biasini at Hickey Ditch to assess how the diversion could be altered to better suit the environment, the ditch stakeholders (Blazin' M Ranch, Bent River Ranch and Dead Horse Ranch State Park) and the recreating public; Verde River Institute directed Mayor to seek grants to achieve the goals discussed
- 03/07/16 Attended Verde Front Watchable Wildlife meeting at Camp Verde Ranger Station
- 03/08/16 Met with Herb Henderson at Town Hall

Mr. Henderson donated a watercolor he created for the Town of Clarkdale depicting the Verde River and Verde Valley. Mr. Henderson attended the meeting to make the presentation.

Vice-Mayor's Report –

- 02/25/16 Attended NACOG Regional Council Meeting in Flagstaff;
 - attended Intergovernmental meeting in Sedona

Councilmember Bohall's Report –

- 02/10/16 Participated in TPAC conference call regarding highway funding
- 02/24/16 Attended CAT meeting in Cottonwood
 - Intergovernmental meeting in Sedona

Councilmember Buckley's Report –

- 02/17/16 Attended Spirit of Clarkdale committee meeting
- 02/20/16 Participated in Nursery Rhymes video
- 02/24/16 Met with Chris Turner regarding possibility of growing grapes by Bitter Creek

Town Manager's Report –

Clarkdale Fire District and Verde Valley Fire District Boards have officially approved adopted

resolutions toward moving through evaluation process regarding Fire District Consolidation. Public hearings will be held in both districts over the next four weeks. The Clarkdale Town Council will be asked to take a formal position on the consolidation. Consolidation may take place by May 2016 with an effective date of July 1st.

Thursday, March 10th at 5:30 p.m. River Watch Open House to allow for permitted outfitters to meet with community members (Men's Lounge).

New Facebook Page called "Clarkdale Events", a single stop so people can look at what's going on in Clarkdale. Upcoming dates are:

- March 12th: Sixth annual Clarkdale Car Show with Clarkdale Downtown Business Alliance Chili Cook-off and Beer Tasting event from 9 a.m. – 3 p.m.
- The night of March 12th - Clarkdale Historical Society is hosting a dance from 5:30 p.m. (lessons) and 6:30 p.m. for the dance.
- March 16th – Museum hosting historic tour of Clubhouse
- March 19th – Tuzigoot National Monument is celebrating Archaeology Month and the Museum will hold a Timeline Walk at 10:30 a.m.
- March 22nd – "Walk with an Archaeologist" at 1 p.m. at the Tuzigoot Monument
- April 16th – Clarkdale Historical Society will hold the Annual Historic Home and Building Tour and Bank Robbery Re-enactment

Organizational Reports – Reports regarding regional organizations.

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

VVTPO – No report

CAT – February 24, 2016 Budget discussions and new software for statistical reporting of passenger usage; the initial report was for 16 days and showed 361 passengers utilized the Red Route during that time period.

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

February 25, 2016 – NACOG Regional council meeting in Flagstaff

Chris Fetzer reported on a new mission statement "Cooperate regionally to improve life in Northern Arizona"; by-laws and Policies and Procedures are all being reviewed and it was determined that all members shall provide "Conflict of Interest" statements; there will be presentations to Town and City Councils by NACOG about their services.

It was reported that NACOG recently received a clean audit.

Discussion about House Bill 2157 which would remove future NACOG employees from participating in Arizona State Retirement System and NACOG is opposed to this bill.

Headstart – there is a new director. After 40 years Rudy Rodriguez has retired; it was reported that there is a problem with enrollment so they are proposing reduction in Headstart slots and converting these to Early Headstart (full day kindergarten); budget will remain unchanged.

Economic Development (Terri Drew) discussed the tourism subcommittee and focus of tourism scope

and goals for future; hosting “Routes to Success”, the annual NACOG tourism forum. More information will follow.

Report from Jason Kelley (TPAC) reported that Congress has passed the Federal Highway Act, a five-year bill making revenues static; the Governor’s budget proposes continuing HURF transfers; discussed transportation funding report stated that since 2001 over \$2 billion in dedicated transportation funding has been transferred from transportation to pay for other government spending; Arizona now ranks 43rd in fuel taxes. Arizona rural roads were found to be the 5th deadliest in nation; solution highlights included

- stopping HURF funding transfers;
- enact a one-time funding measure for HURF;
- vehicle registration renewals to boost infrastructure spending;
- support Governor Ducey’s efforts to develop a stable funding source for the Department of Public Safety operations provided that any additional funding for DPS should eliminate or diminish HURF transfers
- develop a longer term plan for substantially increasing transportation revenues most likely through a future ballot measure;
- create task force to develop specific recommendations for transportation revenue increases

Senate Bill 1012 which would authorize 3% county gas taxes; Senate Bill 1013 which would restore lottery funding to the local transportation assistance fund; and Senate Bill 1312 which would increase and adjust the state gas tax to a variable rate all failed in committee all failed in committee.

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 –

- No report

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

- No report

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 February 9, 2016 and Special Meeting February 23, 2016.

- B. Claims** - List of specific expenditures made by the Town during the previous month. February, 2016 check log and PPE dated February 6 and 20, 2016.
- 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 February 24, 2016
Design Review Board Notice of Cancellation of meeting February 3, 2016
Planning Commission minutes of the meeting held February 16, 2016
Community Services Commission minutes of the meeting held February 10, 2016
- D. Mayors Day of Recognition for National Service Proclamation – Approval of a Proclamation** - Approval of a proclamation which is a national bipartisan effort to recognize the positive impact of national service in cities and towns, to thank those who serve, and to encourage citizens to give back to their communities.
- E. Welcome Home Vietnam Veterans Day Proclamation** – Approval of a proclamation setting March 30, 2016 as Welcome Home Vietnam Veterans Day in Clarkdale.
- F. Proclamation Declaring April, 2016 As Water Awareness Month** – Approval of a Proclamation declaring April, 2016 Water Awareness Month in the Town of Clarkdale.
- G. Resolution Adopting a Fair Housing Policy** – Approval of Resolution # 1514, a Resolution Adopting a Fair Housing Policy, Making Known its Commitment to the Principle of Fair Housing, and Describing Actions it Shall Undertake to Affirmatively Further Fair Housing.
- H. 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.
- I. Verde Valley Humane Society Agreement** – Approval of a 2016-2017 Verde Valley Humane Society Impound Animal Agreement.

Vice Mayor Dehnert pulled item J on the consent agenda.

Councilmember Buckley moved to accept Consent Agenda items A – I as presented.

Councilmember Bohall seconded the motion. The motion passed unanimously.

- J. A Resolution of the Mayor and Council of the Town of Clarkdale, Yavapai County, Arizona in support of the I-17 Black Canyon City to Cordes Junction improvement plan** – Approval of Resolution 1515 supporting the I-17 Black Canyon City to Cordes Junction improvement plan.

At the most recent Mayors/Managers/Supervisors/Nation meeting Cottonwood Mayor Diane Joens requested that all the communities in the Verde Valley continue to put to the forefront the issues our residents and visitors face on I-17 South. This is an opportunity to join our neighbors in the Central Yavapai Metropolitan Planning Organization (Western Yavapai County) in requesting continued

movement towards a plan and action on a dangerous stretch of I-17 that is often congested causing issues for locals as well as tourists. The other communities are all considering this and will send it out to the ADOT Transportation Board as well as other transportation related entities to ensure continued diligence on this issue.

Vice Mayor Dehnert addressed this agenda item and discussion followed. He stated that he did not support the proposed public/private partnership as it suggested a toll way. He further stated that he felt the State should follow the law and spend money where it was dedicated.

Mayor Von Gausig expressed agreement with the Vice Mayor. He stated that the League should insist the legislature fund the highways and roads as they were required to do and to stop spending the HURF dollars.

Councilmember Bohall felt the origination of the resolution was in Flagstaff who are concerned about commercial traffic and felt short-changed. Stated he felt this resolution sends a wrong message.

Councilmember Buckley felt that the staff report information and resolution were not sufficient to allow for an informed vote.

Councilmember Bohall moved that the Council not approve this resolution in support of the I-17 Black Canyon City to Cordes Junction improvement plan. Vice Mayor Dehnert seconded the motion. The motion passed unanimously.

NEW BUSINESS

SPIRIT OF CLARKDALE AWARD PROGRAM – Discussion and consideration of the proposed changes to the Spirit of Clarkdale Program.

For the past few years the feedback received from community members regarding the Spirit of Clarkdale Program has implicated that the program lacks value. This is, for the most part, due to the fact that everyone who gets nominated gets an award. Other feedback indicated that the application process is complicated and difficult to understand and that not all nominees may fit into the category descriptions offered. Staff brought together the Spirit of Clarkdale Award committee from 2015 to begin a discussion of how the program could have more value and be user friendly for those who wish to nominate someone. The following was discussed and defined by Committee Members: Councilman Scott Buckley, Board of Adjustment member John Kinnamon, Community Services Commissioner Ben Kramer and staff members Beth Escobar and Joni Westcott.

Overall Goals: Add value to the Spirit of Clarkdale (SOC) award program by awarding one winner each year, and once in a lifetime (awardees can win only one time). In addition, there will be increased recognition and a monetary prize for awardees. Create a greater awareness of the program itself and simplify the process.

Nomination process: The SOC application will be simplified and will be available in hard copy at all Town front office areas and the Library, as well as online (fillable and printable). Nominators will be personally contacted by a SOC committee member. This personal contact, in

person or by phone, will give the committee member an opportunity to thank the nominator for their participation, gather additional information about the nominee and collect helpful data, such as how they learned about SOC, which will assist with future marketing strategies. Each nominee will receive a certificate of nomination.

A standard form will be created by and available to committee members to use during the personal contact. As applications come in, staff will distribute each application for nomination to a committee member via email; the distribution will go in orderly fashion so that it is a shared responsibility among all committee members.

Criteria & Evaluation: Those nominated will be considered by the SOC committee using the Town of Clarkdale Guiding Principles set forth by the Town Council. A modified version will be attached to the nomination application for nominators to use as a guide. Nominees must be contributing members of the Clarkdale community (live, work, volunteer) and may not be self-nominated.

A simple ranking sheet will be created that includes the list of guiding principles to help guide committee members to determine the nominees overall contribution to Clarkdale. Did the nominee make Clarkdale a better place to live, work, play?

Additional recommendations by the SOC committee include:

Incentives/Prizes:

- The winner could be the Marshal of the 4th of July Parade and be publicly recognized by the Mayor prior to the 4th of July parade winning announcements.
- The winner will receive a prize package donated by a local business. One local business could be the promotional “Sponsor” for each year. The sponsor will receive promotional benefit as the SOC program is marketed throughout the year.
- A SOC plaque could be on display in the Town Complex with plates to be added each year reflecting the winner for that year, provided the Council would like to purchase and then budget annually for this expenditure.
- The winner and the person who nominated the winner could receive a free pancake breakfast at the 4th of July celebration if a donation were received to cover this expenditure.

Promotion: Promotion of the program will be ongoing/year round.

- Small Talk will have an ongoing tag with information so that it is fresh in the minds of community members, they can nominate any time of the year.
- PSA’s will be sent periodically to appropriate broadcast and print related organizations.
- Flyers will be distributed about the Town Complex and to local businesses and schools, including Yavapai College.

Community Services Administrative Assistant Joni Westcott presented information on this agenda item. Mayor Von Gausig suggested putting names on the bricks in Centennial Plaza but also noted he liked

the work and thought that went in to developing the new process. More discussion followed and councilmembers approved of the work of the staff and committee's work.

Councilmember Bohall moved to approve the changes proposed for the Spirit of Clarkdale Program. Councilmember Buckley seconded the motion and it carried unanimously.

MAIN STREET & BROADWAY UTILITY CONFLICT RESOLUTION PROJECT PROPOSAL FROM FANN ENVIRONMENTAL – Discussion and consideration of a proposal submitted by FANN Environmental for the relocation of utility conflicts for the Broadway and Main Street Intersection Project under a Job Order Contract (JOC) in an amount not to exceed \$62,420, and direct the Public Works/Utilities Director to issue a Notice to Proceed to Fann Environmental for this project.

The Town of Clarkdale is currently working with Lyons Engineering for the design of the Broadway and Main Street Intersection Project. This project is being administered by Arizona Department of Transportation (ADOT) and federally funded under a Surface Transportation Program (STP) Grant.

The Town of Clarkdale is responsible to coordinate the work, and pay for the resolution any utility conflicts that are associated with this project. During the design of the project three utility conflicts have been identified.

1. The relocation of the pressure reducing (PRV) and vault located on Main Street
2. The relocation of a four-way street valve cluster and associated piping at the intersection of Main Street and Broadway

The Town of Clarkdale will be working under, or "piggybacking" on an existing Job Order Contract (JOC) that Fann Environmental has with the City of Page for the first two projects. The proposal from Fann Environmental was \$56,745.00 and the Town staff added a contingency amount of \$5,675.00 (10%) bringing the not to exceed total to \$62,420.00. This project would be paid for using Designated Street Funds.

3. The removal of an old water main from the west hillside along Broadway, between the Main Street/Broadway intersection and Hollow Reed Lane.

Project #3 will be removed in-house by Utility personnel and is not part of the scope of this proposal.

Utilities/Public Works Director Wayne Debrosky presented information on this agenda item.

Councilmember Bohall stated he was concerned that the \$62,000+ would be spent and then it would be determined that we didn't have enough money to complete project. Town Manager Mabery stated that it was a bidding dilemma and if the bids come in and are in excess of what monies are available in the grant, then the project couldn't be completed without Town financial responsibility. Debrosky stated that the monies that ADOT provided for design work, if we fail to go through with project, we may have some obligation to repay those funds. Mayor Von Gausig stated that we want Broadway and Main project to go forward to enhance our economic viability.

Councilmember Bohall moved for the approval of the proposal submitted by FANN Environmental for the relocation of utility conflicts for the Broadway and Main Street

Intersection Project under a Job Order Contract (JOC) in an amount not to exceed \$62,420, and direct the Public Works/Utilities Director to issue a Notice to Proceed to Fann Environmental for this project. Councilmember Buckley seconded the motion. The motion passed unanimously.

REDUCTION OF THE SCOPE OF CONSTRUCTION FOR THE TOWN OF CLARKDALE MEMORIAL CLUBHOUSE ADA IMPROVEMENTS PROJECT – Discussion and consideration to reduce the scope of construction for the above referenced project in order to bring the proposed cost of construction in line with available CDBG funding; authorize Architecture Works Green, Inc. to revise the original bid documents; and authorize staff to advertise and rebid the project.

On July 8, 2014 Town Council Approved Resolution #1471 allowing staff to move forward with the submission for FY14 Federal Community Development Block Grant (CDBG) funds and to submit the Letter of Intent with Resolution #1453 to the Arizona Department of Housing (ADOH) for project review and funding. The total amount of funding that was approved for this project was \$266,693.00. After payment of \$5,000.00, to Northern Arizona Council of Governments (NACOG) for project administration, the total balance that is left for design and construction is \$261,693.00.

At the August 25, 2015 Town Council Meeting the Town of Clarkdale contracted with Architecture Works Green, Inc., an architectural/engineering design firm, to provide professional services for the design of the Town of Clarkdale Memorial Clubhouse ADA Improvements Project. The contract amount of professional design services was \$35,500.00 plus the contingency of \$2,500.00. This leaves \$226,193.00 for construction.

Original Project Scope:

- 1) ADA modifications to the existing men's and women's restrooms (Men's Lounge, Auditorium, and Ladies Lounge) including sinks, toilets, urinals, partitions, grab bars, dispensers, mirrors, flooring and wall tile, and relocating or replacing existing doors and door frames;
- 2) Construction of two new restrooms, each including two (2) toilets, two (2) sinks, partitions, dispensers, flooring, plumbing and electrical work;
- 3) Installation of a double entry door with push button operator; and;
- 4) Installation of one (1) ADA compliant entry ramp.

Town staff advertised the Request for Bids on January 13, 2016, and the sealed bids were opened on February 16, 2016. Two construction firms submitted bids and those bids were:

<u>Firm</u>	<u>Base Bid Amount</u>
- Kinney Construction Services	\$493,600.00
- Wooddruff Construction	\$494,370.00

After a review of the bid amounts and discussions with Architecture Works Green, Inc. and the ADOH about the amount of CDBG funding available and the amount of the bids, we were required by the ADOH to reduce the scope of the project and to rebid the project.

On February 24, 2016 staff met with Architecture Works Green to discuss the bids that were received under the original project scope, and how to reduce the project scope to a level that could be funded by

the available FY14 CDBG funds. The recommended revised project scope with bid alternates is presented below.

Revised Project Scope:

- 1) ADA modifications to the existing men’s and women’s restrooms in the Auditorium including sinks, toilets, urinals, partitions, grab bars, dispensers, mirrors, flooring and wall tile, heaters, and relocating or replacing existing doors and door frames;
- Alternate #1, installation of a new ADA compliant entry ramp in front of the Auditorium;
- Alternate #2, replacement of all three sets of double doors in the front of the Auditorium with the installation of a push button automatic opener on the left hand set of doors.

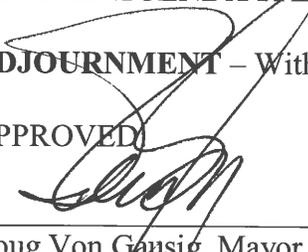
Utilities/Public Works Director Debrosky presented information on this agenda item. Town Manager Mabery explained that all three amendments/alternates will be included in the bid package but the complete scope will be dependent on how the bids come in. Discussion followed. Debrosky noted that the original scope of work has already been designed so there is an opportunity to do the project in the future. The options available are to return the money or scale back the project.

Councilmember Bohall moved for the approval of the revised project scope for the Town of Clarkdale Memorial Clubhouse ADA Improvements Project; authorize Architecture Works Green, Inc. to revise the original bid documents based on the revised project scope; and authorize staff to advertise and rebid the project using the revised project scope. Councilmember Buckley seconded the motion which passed unanimously.

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

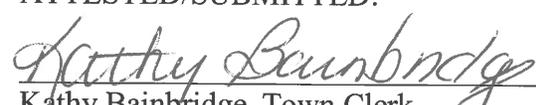
ADJOURNMENT – Without objection, Mayor Von Gausig adjourned the meeting at 7:45 P.M.

APPROVED



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



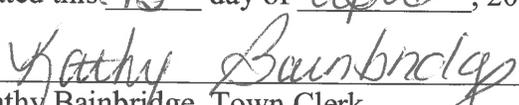
Kathy Bainbridge, Town Clerk

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 8th day of March, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13 day of April, 2016.

SEAL



Kathy Bainbridge, Town Clerk