

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, May 24, 2016**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, April 26, 2016 at 3:00 P.M. in the Clarkdale Administration Building, Community Room, 39 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 3:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig

Vice Mayor Richard Dehnert

Councilmember Scott Buckley

Councilmember Bill Regner

Councilmember Curtiss Bohall

Town Staff:

Town Manager Gayle Mabery

Town Clerk/Finance Director Kathy Bainbridge

Community Services/Human Resources Director Janet Perry

Community Development/Economic Director Jodie Filardo

Utilities/Public Works Director Wayne Debrosky

Public Works Superintendent Art Durazo

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.

Verde Valley Fire District, Fire Chief Nazih Hazime: Requested nominee for Verde Valley Fire District Board of Directors Advisory Board.

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, 2016
 - Capital Improvements Report – April, 2016
 - Water and Wastewater Report – April, 2016
 - Clarkdale Fire District Report and Mutual Aid Responses Report – April, 2016
 - Police Department Report – April, 2016
 - NAIPTA Transit Report – April, 2016

- B. **Clarkdale-Jerome Lions Club Facilities Use Agreement** – Approval of the 2016-2017

Reimbursement Agreement for the use of Town Facilities by the Clarkdale-Jerome Lions Club.

- C. **Clarkdale Historical Society and Museum Facility Use Agreement** – Approval of a 2016-2017 Facility Use Agreement between the Town and the Clarkdale Historical Society and Museum.
- D. **Made in Clarkdale Facilities Use Agreement** – Approval of a 2016-2017 Facility Use Agreement between the Town and Made In Clarkdale.
- E. **Memorandum of Understanding between Live Performance Musicians and the Town of Clarkdale** – Approval of a Memorandum of Understanding document to use with Live Performance Musicians who would perform at Town events.

Councilmember Bohall moved to accept Consent Agenda items A – E as presented. Vice Mayor Dehnert seconded the motion and the motion passed unanimously.

NEW BUSINESS

FANN ENVIRONMENTAL FLOOD MITIGATION PROJECT PROPOSAL UNDER A JOB ORDER CONTRACT (JOC) FOR AN AMOUNT NOT TO EXCEED \$43,292.00 – Discussion and possible action regarding a proposal from FANN Environmental for a flood mitigation project on the Old Jerome Highway and Peaks View Drive intersection.

Storm water runoff from Old Jerome Highway has deposited sediment over the years in the CMP culvert pipe crossing under Peaks View Drive. This has caused the CMP culvert pipe to be completely plugged up and causes water to accumulate on the north (upstream) side of the drainage ditch that runs parallel to Old Jerome. During heavier rainfall events, the accumulated water runs over the Peaks View gravel road surface which greatly impacts driver safety. Storm water running over the gravel roadway ruts the surface of the road, creates potholes and causes loose gravel to spill out on the paved road surface of Old Jerome Highway causing other maintenance issues.

The proposal submitted by FANN Environmental for the removal of the existing plugged culvert pipe and the construction of a new concrete valley gutter, concrete spandrels and paved approach and the replacement of a section of chip seal with asphalt pavement at the intersection of Peaks View Drive to Old Jerome Highway under a Job Order Contract (JOC) in an amount not to exceed \$43,292.00.

This project will be funded by Yavapai County flood mitigation funds from the Inter-Governmental Agreement (IGA) that the Town currently has with Yavapai County. The IGA has a current balance in the amount of \$45,000.00. The remaining balance of \$1,708 will be used to offset staff time spent on this County flood mitigation project.

Public Works Director Art Durazo presented information to the Council on this agenda item. He discussed the rain events that trigger drainage issues and need for the project.

Councilmember Regner moved to approve the proposal submitted by FANN Environmental for the flood mitigation project on the Old Jerome Highway and Peaks View Drive intersection under

a Job Order Contract (JOC) in an amount not to exceed \$43,292.00, and direct the Public Works/Utilities Director to issue a Notice to Proceed to FANN Environmental for this project. Vice Mayor Dehnert seconded the motion. The motion passed unanimously.

CONSTRUCTION MANAGER AT RISK (CMAR) SELECTION FOR WATER MAIN REPLACEMENT PROJECT – Discussion and possible action selecting a contractor for the Upper Town Water Main Replacement Project utilizing a CMAR process.

The Town of Clarkdale advertised for Request for Qualifications (RFQ) for a Construction Manager at Risk (CMAR) contractor for the Town's Upper Town Water Main Replacement Project (UTWMP) on April 1, 2016. On April 13, 2016 a pre-submittal meeting was held with interested contractors with the submittal deadline for the Statement of Qualifications (SOQs) due on April 20, 2016 by 3:00pm. We received a total of seven (7) Statements of Qualifications (SOQs) in response to the RFQ.

On April 28, 2016 the Selection Committee reviewed all seven submittals and the three highest ranking firms were selected for further consideration. Those 3 firms were:

- Kinney Construction Services
- Arizona Northern Equipment
- Tiffany Construction Company

Staff then reviewed each of the three firms with the Arizona Registrar of Contractors (ROC), checked references, and completed past performance surveys for jobs listed in the submitted SOQs.

On May 16, 2016 the Selection Committee interviewed the three firms. Based on the previous rankings, firm interviews, past performance surveys, references, and ROC information the Selection Committee ranked the firms in the following order, and recommends that staff be given the authority to begin negotiations with Arizona Northern Equipment:

1. Arizona Northern Equipment
2. Tiffany Construction Company
3. Kinney Construction Services

If the Town Council approves the Selection Committee's recommendation for Arizona Northern Equipment to provide CMAR services for the UTWMP staff would begin negotiations with Arizona Northern Equipment to develop a cost to work with Southwestern Environmental Consultants, Inc. (SEC...the project engineer) to provide value engineering services for this project. Staff will, previous to the start of construction, negotiate a guaranteed maximum price (GMP) with Arizona Northern Equipment to provide construction services for the UTWMP. Staff is required to bring the GMP back to Council for Council approval prior to the start of construction. If the Town is unsuccessful in negotiating a contract with the best qualified firm, the Town may then negotiate with the second or third most qualified firm until a contract is executed.

Utilities/Public Works Director Wayne Debrosky brought information forward to the council for this agenda item. Discussion followed regarding the selection process and the criteria used. Debrosky stated that the CMAR process saved a little money but it was also noted that the process is still in the early stages. Councilmember Buckley discussed the positive aspects of the process and the selected company.

Councilmember Buckley moved to approve the selection of Arizona Northern Equipment as the CMAR contractor for the Upper Town Water Main Replacement Project. In addition, the Town Council directs staff to enter into negotiations with Arizona Northern Equipment to provide design phase services with SEC, Inc. for the UTWMP. Vice Mayor Dehnert seconded the motion and the motion carried unanimously.

FISCAL YEAR 2016-2017 PRELIMINARY BUDGET WORKSESSION – A worksession with Council regarding the Preliminary Budget for FY 2016-2017.

At the March 22nd and April 26th council meetings, presentations of the 2016-2017 Fiscal Year Preliminary Budget were reviewed for the major operational funds of the General Fund, HURF (Streets) Fund, Sanitation Fund, Wastewater Fund, Water Fund, Cemetery Fund, and Capital Improvement Fund.

This session will be an overall review of the operational budgets for all funds along with the non-operational funds of the Development Reimbursement Fund, Grant Fund and Donation Fund in order to get direction from Council regarding the Official Preliminary Budget which is scheduled for action on June 28, 2016.

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

2016-2017 Preliminary Operational Budgets:

Fund	Expense Budget	Revenue Budget	Contingencies/Transfers
▪ General Fund	\$ 3,429,180.10	\$ 3,429,180.10	
▪ HURF - Streets	\$ 440,252.49	\$ 440,252.49	
▪ Capital Projects Fund	\$ 651,500.00	\$ 651,500.00	
▪ Wastewater Fund	\$ 424,761.13	\$ 690,941.42	\$ 266,180.29
▪ Water Fund	\$ 848,374.40	\$ 1,381,300.00	\$ 532,925.60
▪ Sanitation Fund	\$ 288,760.05	\$ 293,000.00	\$ 4,239.95
▪ Cemetery Fund	\$ 59,600.00	\$ 59,600.00	

This is a worksession only and no action by Council is required.

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

ADJOURNMENT – Without objection Mayor Von Gausig adjourned the meeting at 4:25 P.M.

APPROVED:


Richard Dehnert, Vice 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 24th day of May, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 25 day of May, 2016.

SEAL

Kathy Bainbridge
Kathy Bainbridge, Town Clerk