

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, June 14, 2016**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, June 14, 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 Vice Mayor Dehnert.**

Town Council:

Mayor Doug Von Gausig (absent)

Councilmember Bill Regner

Vice Mayor Richard Dehnert (acting Mayor)

Councilmember Curtiss Bohall

Councilmember Scott Buckley

Town Staff:

Town Manager Gayle Mabery

Town Clerk/Finance Director Kathy Bainbridge

Community Development/Economic Director Jodie Filardo

Senior Planner Beth Escobar

Community Services/Human Resources Director Janet Perry

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.

**There was no public comment.**

**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 –

- No report.

Vice-Mayor Dehnert's Report –

- 5/26/16 – Attended the Intergovernmental Meeting in Cottonwood
- 5/27/16 – Attended Made In Clarkdale's Block Party

Councilmember Bohall's Report –

- 5/14/16 - Attended Verde Valley Train Day
- 5/15/16 - Attended Meet and Greet for Randy Garrison
- 5/20/16 – Attended ADOT Open House
- 5/25/16 – Attended VVTPO meeting and PSPRS Board Meeting
- 5/27/16 – Attended Made In Clarkdale Block Party
- 6/04/16 – Attended Concert in the Park

Councilmember Regner's Report –

- 5/11/16 – Attended VVBAC meeting
- 5/18/16 – Met with Clarkdale Historical Society board regarding Bank Robbery re-enactment sound system
- 5/26/16 – Attended Intergovernmental Meeting
- 5/31/16 – Attended Local First Arizona/Made in Clarkdale meeting with Kimber Lanning
- 6/08/16 – Attended Work Force Development Round Table
- 6/10/16 – Attended opening celebration of Northern Arizona Health Care Camp Verde Campus

Councilmember Buckley's Report –

- 5/27/16 – Attended Made in Clarkdale Block Party

Town Manager Mabery's Report –

## Upcoming events and reminders:

- 6/18/16 – Concerts in the Park Trotters Wake 7 – 9 p.m.
- 6/24/16 - Downtown Business Alliance Block Party
- 7/04/16 - Fourth of July events – Flag Raising and Pancake Breakfast
- Extends a thank you to the Flag Corps in honor of National Flag Day. It is a volunteer organization and they need new volunteers/members.
- Outfitter activity on the river: 4 permitted outfitters this year. There has been increasing activity since March. Pleased to report the quiet zone and permitting process have been working well and there have been no complaints from citizens.
- Implementing fire restrictions with rest of Yavapai County starting June 15.

**Organizational Reports – Reports regarding regional organizations.**CAT/ VVTPO – Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations. Councilmember Bohall –

- VVTPO – Presentation by ADOT representative who stated that September 16, 2016 will be the start of the Broadway/Main Street interchange; Yavapai County representative stated that they

would start paving Sycamore Canyon Road this summer.

- CAT – no report

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 –

- Unable to attend however agenda included a discussion on Sedona Dells Land Use Plan, the 89 and Vine Development, updates on One for the Verde and Coalition for Protection of Public Lands

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

- Committee collected 66 responses to District Governing Board’s survey questionnaire and will be reviewed at July meeting; June 15 meeting agenda will be devoted to a presentation by Executive Dean James Perey on the progress of their strategic planning process.

**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 meeting held on April 29, 2016, Regular Meeting held May 10, 2016 and Special Meeting May 24, 2016.
- B. Claims** - List of specific expenditures made by the Town during the previous month. May, 2016 check log and PPE dated May 30, 2016, May 14, 2016 and May 24, 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 May 25, 2016  
Design Review Board minutes of the meeting held May 4, 2016  
Planning Commission minutes of the meeting held May 17, 2016

- D. Special Event Liquor License** - Approval of a recommendation to the State Department of Liquor License and Control to approve a Special Event Liquor License for the Made in Clarkdale's event to be held on Friday, June 24, 2016 and Friday, July 29, 2016 from 6:00 p.m. – 9:00 p.m. at 1000-900 Main Street, Clarkdale, AZ.
- E. Resolution Making Appointments to the Municipal Property Corporation** – Approval of Resolution # 1518, amending Resolution # 1498, making appointments to the Municipal Property Corporation.

**Councilmember Regner moved to accept Consent Agenda items A – E as presented. Councilmember Buckley seconded the motion and the motion passed unanimously.**

### **NEW BUSINESS**

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CLARKDALE AND THE VERDE VALLEY FIRE DISTRICT FOR FIRE CODE ENFORCEMENT** – Discussion and possible action regarding the execution of an Intergovernmental Agreement (IGA) with the Verde Valley Fire District for Fire Code Enforcement.

Upon formation of the Clarkdale Fire District in 2007, the Town of Clarkdale executed an Intergovernmental Agreement with the District to provide Fire Code Enforcement, including reviewing and approving all building plans concerning fire protection requirements, and compliance with the 2012 International Fire Code and any amendments or appendices thereto, within the geographic boundaries of the Town's incorporated limits.

With the impending July 1, 2016 consolidation of the Clarkdale Fire District with the Verde Valley Fire District, it is necessary to execute a new Fire Code Enforcement agreement with the Verde Valley Fire District.

The terms and conditions of our original agreement with the Clarkdale Fire District remain the same, with the exception of updated language in Section 2. Term and Termination, which now allows for annual automatic extension of the agreement, and reads as follows:

#### *Section 2. Term and Termination*

*This Agreement's initial term shall begin on July 1, 2016 and terminate on June 30, 2017. In the event written notice is not given by either party to this agreement to the other at least sixty (60) days prior to the termination date as hereinabove provided, this agreement shall automatically be extended on the same terms and conditions herein provided, all for an additional period of one year. Said agreement shall continue thereafter for additional one-year periods unless either party hereto gives at least sixty (60) days written notice in advance of the then applicable expiration date, to the other party that the party does not wish to extend this agreement for an additional one-year term.*

*Either party hereto may terminate this Agreement pursuant to the provisions of A.R.S. §38-511, in the event of a conflict of interest as described therein.*

*Either party may terminate this IGA at any time upon sixty (60) days written notice to the other party.*

Town Manager Mabery presented information on this agenda item.

**Councilmember Regner moved to approve the Intergovernmental Agreement between the Town of Clarkdale and the Verde Valley Fire District for Fire Code Enforcement, with a July 1, 2016 effective date. Councilmember Bohall seconded the motion and the motion carried unanimously.**

**LEASE AGREEMENT FOR CLARKDALE FIRE STATION** – Discussion and possible action regarding the execution of a Lease Agreement between Town of Clarkdale and the Verde Valley Fire District for the Clarkdale Fire Station located at 895 1<sup>st</sup> South Street in Clarkdale, AZ.

Upon formation of the Clarkdale Fire District in 2007, the Town of Clarkdale executed a Lease Agreement with the District to allow the District to Lease the Clarkdale Fire Station, located at 895 1<sup>st</sup> South Street, from the Town of Clarkdale for continued use as a Fire Station.

With the impending July 1, 2016 consolidation of the Clarkdale Fire District with the Verde Valley Fire District, it is necessary to execute a new Lease Agreement with the Verde Valley Fire District.

The terms and conditions of our original Lease Agreement with the Clarkdale Fire District remain the same, with the exception of some updated language, including in Section 2 a new 5-year lease term that begins July 1, 2016. Additionally, Section 4 now incorporates the original lease by reference to its recorded book and page, as the original lease satisfied the legal requirements relating to rent of the facility.

The Verde Valley Fire District Board has communicated their support for the construction of a new Fire Station in Clarkdale, but with a yet to be determined completion date for that project. Once a new Fire Station is constructed, the Town anticipates that the District will no longer require use of the Clarkdale Fire Station, and the building's availability will revert back to the Town.

Town Manager Mabery presented information on this agenda item. Pointed out that the original agreement was for a 10-year term that would have expired in 2017 and included five year increments. Lease Agreement was re-negotiated with a new effective date. The initial 5-year term will likely not be extended as a proposed Clarkdale Fire Station project may be moving forward. Vice Mayor Dehnert asked what would happen if they complete their new building and are ready to move before termination of lease agreement and Mabery noted that there are provisions for that and the Fire Department would be able to terminate sooner if needed.

**Councilmember Regner moved to approve the Lease Agreement for the Clarkdale Fire Station between the Town of Clarkdale and the Verde Valley Fire District, with a July 1, 2016 effective date. Councilmember Buckley seconded the motion and the motion passed unanimously.**

**CLARKDALE HISTORICAL SOCIETY AND MUSEUM MASTER LOAN AGREEMENT WORKSESSION** – A worksession with the Clarkdale Historical Society and Museum to discuss their Master Loan Agreement with the Town.

In coordination with the dissolution of the Clarkdale Heritage Conservancy Board, in 2011, the Town first executed the following agreements with the (then) recently formed Clarkdale Historical Society and Museum (CHSM):

1. Lease Agreement – allowing the Town-owned facility at 900 First North Street to be used by CHSM as a museum. The Town has since provided the building at no charge (basing 2011 rent values at \$13,188 - \$52,752 per year) to the CHSM in consideration for the following:
  - The CHSM will occupy the premises as a primary advocate and representative for Clarkdale’s history and heritage, and in doing so shall:
    - Conduct regular events centered on the history and heritage of Clarkdale;
    - Have open to the public a museum depicting the history and heritage of Clarkdale;
    - Adhere to the terms of any Lease and/or Loan Agreements with Clarkdale; and
    - Adhere to other responsibilities as agreed upon by both parties;
2. Facility Use Agreement – providing reduced fees for rental use by the CHSM of Town facilities;
3. Master Loan Agreement – to allow amenable keeping of certain Town antiques, historic photographs, documents and artifacts to the CHSM’s supervision, ongoing storage, preservation and promotion.

Regarding #3 above, both parties have performed their responsibilities set forth in the original contract. At this time, the CHSM is expressing concerns with the ongoing feasibility of the Master Loan Agreement and is seeking a renewed conversation with Council regarding historic Town personal property in their keeping.

Community Services/Human Resources Director Janet Perry introduced this agenda item and Cindy Emmett and Linda Smith from the Museum Board who gave a presentation explaining the museum’s functions and plans.

Town Manager Mabery asked if the museum were to dissolve or for some other reason not function any more, would there be a way to write in a reversionary clause to secure the Town in getting the property back. Museum representatives noted that there would be that type of clause in the agreement. Town Clerk Bainbridge pointed out that the records the museum originally got from the Town were pre-incorporation (1953). Subsequent to that time, records management statutes require the Town keep possession of most documents. A new form of agreement would be needed to replace the Master Loan Agreement.

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

**SR 89A FOCUS AREA MASTER PLAN** - Discussion/possible action regarding the SR 89A Focus Area Master Plan.

In 2013 the Town Council adopted the Sustainable Community and Economic Development Plan. One of the goals identified in the plan is business retention, expansion and attraction. The first short-term strategy for this goal is to create area-specific plans and infrastructure development plans for the following areas:

- SR 89A Corridor
- Broadway Corridor
- Bitter Creek Industrial Area
- Arts & Entertainment District

Each of these areas is identified as having the potential to contribute to the economic prosperity of the town. In addition, each of these areas has adjacent residential property that could benefit from and would be impacted by increased commercial development.

The Planning Commission began working on this project in August 2014 and decided to begin with the SR 89A Corridor Focus Area. Zoning in this area is commercial with existing industrial zoning for the Mold in Graphics property.

The first SR 89A Focus Area property owner/stakeholder's meeting was held on November 6, 2014. These meetings continued through April, 2015 during which information was obtained regarding challenges to development and the types of businesses the property owners and stakeholders would like to see in this area.

Following is a summary of the points raised during these meetings:

- Development of property in this area will be challenging due to minimal depth of some properties and limited access off the state highway.
- Area could support the development of smaller commercial ventures, such as professional and medical offices and boutique shops. Apartment complexes would also be appropriate for some of the locations.
- Construction of the new firehouse will provide an anchor for the area.
- Cement Plant Road needs to be widened and improved to accommodate multiple types of traffic including heavy trucks, bicycles and pedestrians.
- Accommodation of truck traffic from the cement plant needs to be addressed in planning for development.
- Development of park and ride locations and extensive pedestrian connections are important.
- Deception Wash, which transects a large portion of this area from east to west, presents challenges for construction and an opportunity for preservation of open space and possible pedestrian connections.
- The possibility exists to create a public/private partnership to design and build commercial grade arterials from Broadway through Luke Lane and then along Cement Plant Road to the SR 89A Roundabout.

### **Public Outreach**

Information garnered during the property owner/stakeholder meetings was presented to the community in formal meetings on September 1 and November 16, 2015 and then in a series of meet and greet meetings at local businesses in March, 2016.

Two informational articles were published in the Small Talk newsletter.

A presentation about the draft plan was made to the Verde Valley Realtor Association. Chair de Blanc and Senior Planner Escobar appeared on Yavapai Broadcasting's CountyWide show.

All comments, input and feedback received during these meeting has been compiled into the draft plan for the SR 89A Focus Area.

**The Plan**

The plan provides a foundational description of the SR 89A corridor as it exists today and a vision for future development. Adoption of this plan does not impact existing zoning or property rights.

The draft plan is in a PowerPoint presentation format. This format will facilitate emailing and electronic posting of the plan. There are no plans to widely distribute printed copies of the document.

**Plan Elements:**

The plan is divided into three sections:

1. Introduction and Background including:
  - a. A map of the corridor
  - b. A description of the corridor
  - c. General Plan designation
  - d. A description of the plan development process
  
2. The Plan including:
  - a. An outline of challenges and opportunities
  - b. A list of desired businesses as expressed by the stakeholders and community
  - c. A detail of the Clarkdale Parkway Roundabout with major recommended plan components
  - d. Design standards
  
3. Implementation Objectives including:
  - a. Timeline for objectives and department responsible for leading the implementation
  - b. A Clarkdale promotional slide with economic statistics

The Planning Commission will be working with staff on the outreach development and crafting of a weed control solution for the weeds located between private property boundaries and SR 89A.

Staff is looking for direction from Council on the implementation strategies impacting other departments.

**The Process**

Having completed one focus area, staff and the Planning Commission now have a process to follow for the three remaining areas:

1. The Planning Commission will explore existing conditions, land use parameters, topography and potential transportation connections and discuss best land uses and possible desired businesses for the area.
2. Next, they will meet with property owners/stakeholders to identify development opportunities and challenges.
3. Staff will draft a plan based on input from this meeting.
4. The draft plan will be presented to the community through a variety of outlets.
5. Adjustments based on public input will be made to the draft plan. This will be presented to the Commission for further review and discussion.
6. The final draft will be presented to Town Council for adoption.

Senior Planner Beth Escobar presented information on this agenda item to council.

Council agreed that the document was impressive and thanked the staff and Planning Commission for their hard work. Beth clarified that this plan is a framework and they use it as a tool for guiding development along this corridor. She stated that developers always ask for Town direction and this document provides that direction that has been endorsed with input from the Town residents. Dehnert asked how Escobar would characterize the level of engagement of the 22 property owners that live along this corridor. Escobar stated that the participation is about 10%.

Councilmember Buckley asked if there was a way to tie all the focus areas together and Escobar stated that now the process is in place the process should go more quickly and all the focus areas should be incorporated for residents. Dehnert recommended that, if approved, this plan be sent to property owners that were not engaged in the process.

**Councilmember Regner moved for the approval of the SR 89A Focus Area Master Plan as recommended by the Planning Commission. Councilmember Bohall seconded the motion. The motion passed unanimously.**

**REVISED INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CLARKDALE AND THE STATE OF ARIZONA** – Discussion and possible action regarding the Revised Intergovernmental Agreement (IGA) – Safe Routes to Schools (SRTS) between the Town of Clarkdale and the State of Arizona.

The Safe Routes to Schools Program (SRTS) was established in August 2005 as part of the SAFETEA-LU, Section 1404 of this legislation provides funding for State Departments of Transportation to create and administer SRTS programs. The State and the Town have identified programs within the Town as eligible for this funding. The purpose of this agreement between the State and the Town is to allow the State to acquire Federal funds for the implementation of various educational safety programs. The original IGA dated April 11, 2011 was setup to spend up to \$336,000.00 total for eligible project costs. The original cost breakdown was; \$50,000 for Scoping and Design, \$286,000 for construction.

This revised 2016 IGA is setup to cover actual eligible project cost and design over runs costs that total \$506,000.00. The breakdown is \$20,000 for ADOT Project Management and Design Review (PMDR) cost (payable by the Town – Local Match); \$128,000 for Scoping and Design (Federally Funded) and \$358,000 for Construction (Federally Funded).

No local match was programed under the original IGA, but the \$20,000 PMDR proposed in the revised 2016 IGA represents a local match. However, due to Scoping and Design delays this project was extended from the original project completion in the summer of 2013 to the summer of 2018. This extension caused Scoping and Design cost over runs as well as the addition of the ADOT PMDR fees.

Utilities/Public Works Director Wayne Debrosky presented information on this agenda item. Town Manager Mabery clarified that the \$20,000 wasn't originally anticipated. We did have \$45,000 match set aside for Safe Routes to School Grant on Clarkdale Parkway that was shelved. That money was

folded into the reserve funds for street programs. The \$20,000 from the \$45,000 that was designated for the other project and apply it to this project.

**Councilmember Buckley moved to approve the Revised 2016 Intergovernmental Agreement for the Safe Routes to Schools Project between the Town of Clarkdale and State of Arizona. Councilmember Regner seconded the motion. The motion carried unanimously.**

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

**ADJOURNMENT** – Without objection, Vice Mayor Dehnert adjourned the meeting at 7:24 P.M.

APPROVED:

Richard Dehnert  
Richard Dehnert, Vice Mayor

ATTESTED/SUBMITTED:

Kathy Bainbridge  
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, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13 day of July, 2016.

SEAL

Kathy Bainbridge  
Kathy Bainbridge, Town Clerk