

Minutes of a Special Meeting of The Common Council of The Town of Clarkdale  
Held on Thursday, October 30, 2003, in the  
Clark Memorial Clubhouse, Men's Lounge, Clarkdale, Arizona.

A Special meeting of the Common Council of the Town of Clarkdale was held on Thursday, October 30, 2003 at 6:00 p.m. in the Clark Memorial Clubhouse, Men's Lounge, Clarkdale, Arizona.

Town Council:

Mayor	Michael Bluff
Vice Mayor	Ellie Bauer
Councilmember	David Leibforth
	Rex Williams
	Tom Groom

Town Staff:

Town Manager	Gayle Mabery
Town Clerk	Joyce Driscoll
Town Attorney	Robert Pecharich
Police Chief	Pat Haynie
Finance Director	Coleen Gilboy
Interim Public Works Dir.	Alison Pujari

Others in Attendance: Cathy Connolly, Director of the Arizona League of Cities and Towns.

**CALL TO ORDER** - The meeting was called to order at 6:00 p.m. by Mayor Bluff who noted all the councilmembers were present.

**PUBLIC COMMENT:** None

**WORKSESSION - A worksession with Town Staff examining the roles in Clarkdale Government: council, boards and commissions, staff and the public:**

Town Manager Mabery listed the topics of the worksession:

- Staff roles with boards and commissions
- Staff training and development
- Regional outreach
- Council and staff teamwork
- Role of public input
- Tapping of community resources

Mayor Bluff noted that this worksession topic was originally proposed for the strategic planning  
Cathy Connolly stated that the council was elected

session and was rescheduled to this meeting. It was decided to discuss each topic individually.

Staff Role with Boards and Commissions

Councilmember Williams stated his concern that some boards and commissions have overstepped their role which is to make recommendations to the council. He was concerned that the staff maintain an advisory role with boards and commissions.

Discussion followed regarding the gazebo project and the adversarial relationships between the Heritage Conservancy Board and Parks and Recreation Board and the Heritage Conservancy Board and the Council which resulted.

Some discussion focused on the use of town funds to advertise in newspapers and distribute flyers that advocated a position on an issue. The consensus of those present was that there is an important distinction between acting in an advisory position vs. advocating for a specific position. Discussion followed as to the policy of how boards spent the funds allotted to them.

Cathy Connolly stated that it is unusual for boards to be able to expend funds without pre-approval of the town. Town Manager Mabery explained the recent revision to the handbook that clarifies this issue for boards and commissions.

It was noted that a new policy on flier distribution has been implemented requiring the staff to review flyers and advertisements prior to their distribution.

The Board and Commission Handbook was referenced regarding the board and commission's role to advise the Town Council.

by the people and the council has chosen to have

boards and commissions to advise them. Boards need to understand that they work under the framework of the town. She further stated that the council needs to retain control over expenditures, and persons who are selected to serve on a board need to be comfortable with the advisory position of the board.

Councilmember Leibforth stated that the town expects more than advice, work is also expected. Persons who serve on the boards are passionate and need some elbow room. Discussion followed. Again, it was noted that boards and commissions should not promote a position on an issue.

Town Manager Mabery stated that one of the best ways for relationships to be rebuilt with boards and commissions is to clear the air with the upcoming joint worksessions. She noted that the council needs to clarify expectations and that board and commission training should include a page by page review of the handbook.

Discussion followed of the desire of the Council to receive more information about what the boards are doing than just monthly minutes.

Town Attorney Pecharich stated that individual councilmembers should remember that they have no individual authority over boards and commissions and they should not be going to board meetings, participating or influencing board decisions. This taints the process. He advised that councilmembers should stay away from board meetings, especially if they are undertaking a "hot" topic. He stated that if councilmembers do want to attend board meetings they should not say anything. He also reminded staff that staff members are to answer questions and give factual information to boards, not to participate in decision making..

Town Manager Mabery noted that the Intergovernmental Meeting being held in November, for the first time in awhile, has many regional topics on the agenda for discussion. She

### Staff Training and Development

Vice Mayor Bauer introduced the item stating that more staff training and development needs to be done if the money can be found.

Town Manager Mabery agreed, stating that she was an advocate of staff training, however funding has taken a big hit in this area.

Councilmember Leibforth suggested philanthropy to fund a scholarship fund noting that it was in the public's interest.

Councilmember Williams asked about training through the League of Arizona Cities and Towns. Cathy Connolly replied that training is offered through the League, mostly for particular staff professions, i.e the Municipal Clerks Associations, City Managers Association, Finance Officers Association, etc.

Town Manager Mabery stated that managers and department heads often have training opportunities that are specific to their role, but she would like to see more broad based leadership training outside the specific training.

Cathy Connolly suggested tapping larger cities for their staff people to do training, they are usually gracious to smaller municipalities.

### Regional Outreach

Councilmember Leibforth introduced this item stating that most of the regional meetings/committees seemed to stop. At one time there were several regional groups at work, i.e. regional open space, coordinating ordinances, licensing, fee structures, etc.

stated that due to everyone needing to do their General Plan to be in compliance with law, the municipalities had to stop regional meetings for awhile to focus on that. She stated that now that

General Plans have been adopted, regionalism seems to be resurfacing.

Mayor Bluff stated that a joint meeting is being scheduled for the Clarkdale Council and the Cottonwood Council to discuss the 89A road project and fire district issues.

Councilmember Leibforth discussed the need for the representative on regional groups to keep the rest of the council informed. The consensus was that 1) Council representatives to regional boards should make regular reports back to the council (these will be put on the regular council agenda) and; 2) They should bring items to the council prior to board meetings that they feel the council would want to discuss; and 3) when possible, all the councilmembers should be added to the email list to receive minutes and agendas.

It was discussed that if a topic was discussed at a board that the representative feels is controversial or one that the council would like an opportunity to discuss, the representative should ask the board to hold off further discussion until he or she discusses it with the council.

A five minute break was taken.

#### Council and Staff Teamwork

Town Manager Mabery introduced this item. She stated that she recognizes that government is not always efficient. She stated there have been a lot of transitions on the staff level, which has led to delays, however she feels that staff does a good job overall.

Councilmember Leibforth stated that the weekly report from the Town Manager is helpful. He also stated that Town Manager Mabery is good about calling when needed to keep him informed and stated he appreciated it. It was also noted that everyone receives the same information, which is Councilmember Williams stated that he was elected by more people than those who attend the council meetings and voice their opinions against something.

good.

Town Manager Mabery asked for feedback from the Council regarding the Annual Reports. It was noted that some members of the Council found them more useful than others, and that they would be particularly useful for new Councilmembers.

It was noted that the key to the working relationship was communication.

Vice Mayor Bauer stated that this has been one of the most effective councils and staffs the town has had.

Councilmember Leibforth stated that the Council is very fortunate to have such easy access to staff.

#### Role of Public Input

Councilmember Leibforth introduced this topic. He stated that he would like to see public interest increased, not just see the same four people at the council meetings. He stated that he does not believe that the only people who come to meetings, come because they are against something. He stated that he doesn't feel that the Council is the final authority on an issue, but the public is.

Town Manager Mabery, citing the 89A project as an example, stated that sometimes the public will take a position because they have not had the degree of information about a topic that the council has. She stated this is one example where the council must take not only the public opinion, but must also factor in all the background information to make a decision.

Vice Mayor Bauer stated that misinformation sometimes drives public opinion and sometimes this misinformation comes from the media.

Councilmember Leibforth stated that it is not a question of person's opposing an item, the public should not know the view of the council prior to the meeting. He stated that he tends to listen to

the people who talk to him who are on both sides of the issue. He stated, however, that most of the persons who talk to him are on the same side of a question. He noted they may feel he is sympathetic to their way of thinking.

Interim Public Works Director Pujari stated that it is the responsibility of the citizens to talk to elected officials.

Councilmember Williams discussed a project he wanted to do that involved creating an email list to inform citizens about issues and solicit their input. Town Attorney Pecharich stated that it is not a problem soliciting opinions of people.

Discussion followed if email to councilmembers giving public input had to be put on file with the Town. Town Attorney Pecharich stated he would research the matter and give a legal opinion at a later date.

Town Manager Mabery stated that people are going to ask what a Councilmember's position is, as a councilmember a position shouldn't be stated prior to the vote. This leaves room for the councilmember to change his or her mind in the future if further information is received. If a councilmember felt compelled to state a position, the best answer is "With the information I have today, I tend to feel 'X', however I may receive information later that could change that."

#### How to Tap Community Resources

Vice Mayor Bauer introduced this item. She discussed a volunteer program that City of Scottsdale does. She stated that there are many people in Clarkdale with talent that could benefit the town, but people like to be asked.

Town Manager Mabery distributed the Town's volunteer information forms and noted that volunteers are coordinated through Town Clerk Driscoll.

Discussion followed regarding ways to recruit volunteers and it was noted that board and

commission members and council members would be asked to recruit volunteers by circulating forms.

**ADJOURNMENT** - With no further business before the Council, and without objection, the meeting adjourned at 9:00 p.m.

#### **APPROVED:**

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Michael Bluff, Mayor

#### **SUBMITTED:**

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Joyce Driscoll, Town Clerk