

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale Held on Tuesday,  
September 28, 2004 in the Men's Lounge, Clark Memorial Clubhouse, Clarkdale, Arizona**

A Special meeting of the Common Council of the Town of Clarkdale was held on Tuesday, September 28, 2004 at 6:00 p.m. in the Men's Lounge, Clark Memorial Clubhouse, 19 North Ninth St., Clarkdale, Arizona.

Town Council:	Mayor	Doug Von Gausig
	Vice Mayor	Jerry Wiley
	Councilmember	Patricia Williams
		Rex Williams
		Frank Sa

Staff:	Town Attorney	Rob Pecharich
	Town Manager	Gayle Mabery
	Town Clerk	Joyce Driscoll
	Planning Director	Steven Brown
	Police Chief	Pat Haynie
	Fire Chief	Don Eberle
	Finance Director	Coleen Gilboy
	Public Works Director	Alison Pujari

**Others in attendance:** Curt Bohall, Ellie Bauer, Peggy Chaikin, Marsha Foutz, D. Payne, David Gatchall, Ed Knight, Lee and Gail Daniels, Kathy Davis, Mark Macias and others who did not sign in.

**CALL TO ORDER** - Mayor Von Gausig called the meeting to order at 6:17 p.m. and noted that all Councilmembers were present.

**PUBLIC COMMENT** - *Ellie Bauer*, 1201 Main Street, stated the Yavapai Economic Regional Consortium met to select consultants and that they should know October 8<sup>th</sup> whether they were awarded a grant.

**CONSENT AGENDA -**

**A. Old business: Contract - Approval of an employment contract with Town Magistrate Joan Dwyer.**

Councilmember R. Williams moved to approve the Consent Agenda. Councilmember Sa seconded and the motion passed unanimously.

**TUZIGOOT NATIONAL MONUMENT PRESENTATION** - A presentation from representatives of Tuzigoot National Monument regarding its draft General Management Plan/Environmental Impact Statement. Kathy Davis stated the following in her presentation:

1. They had a visitor survey done, with 70-80% participation.
2. Highest overnight stays were in Sedona, of those visiting the park.
3. Visitation is a higher education/income level as compared to other parks.
4. The general management plan consists of three alternatives involving Tuzigoot, Montezuma Castle and Montezuma Well by the National Park Service, as follows:
  - a. A involves no action.
  - b. B and C look at ways to improve contact with the public.
  - c. A and B have a central orientation facility for the three parks in this area.
  - d. C emphasizes more opportunities for self-discovery.
5. Looking to see what they can do to better tell the story at all three sites.
6. Want to open up the well more and restore and use the building.

7. Possible passes for local residents.
8. Increased fees.
9. Parks official opinion on Phelps Dodge area.

Council discussion included the following issues:

1. Incorporating a trail system to Broadway, which is already in the Phelps Dodge development agreement.
2. Recommendation that Ms. Davis learn about the Phelps Dodge development agreement.
3. National parks have a preference for open space.

**PRESENTATION – A presentation from Alison Pujari of Arizona Engineering regarding the Job Order Contracting Method of Alternative Project Delivery.** Ms. Pujari stated the following in her presentation:

1. Job Order Contracting (JOC) is an alternative project delivery method.
2. It has a fixed price and indefinite delivery.
3. There is one contract for many jobs.
4. There is a requirements based contract for indefinite quantities of construction.
5. Work performed is specified in Delivery Orders issued during the contract.
6. Finance, maintenance, operation pre-construction, design and other services may be included.
7. Steps of procuring a job order contract:
  - a. Go out to bid for qualifications, not price.
  - b. Use a Unit Price Catalog to fix prices/costs for jobs.
  - c. Negotiate with the contractor for a co-efficient or multiplier to the unit prices.
  - d. Job order contract is for a maximum of three years.
8. There are two processes that can be used for procurement.
9. Bonding and insurance requirements are similar to typical procurement.
10. \$750,000 maximum cost on one project.
11. Benefits:
  - a. Known fixed costs (Unit Price Catalog).
  - b. Easy to plan and establish jobs.
  - c. Reduces administrative costs with less time and effort.
  - d. Quick project turn-around.
  - e. No change order gouging because of set unit prices and quantities.
  - f. Quality service.
  - g. Minimal disruptions.
  - h. All encompassing service as specified.
12. Potential JOC projects in Clarkdale:
  - a. Annual chip sealing.
  - b. 9<sup>th</sup> and 10<sup>th</sup> Streets enhancements.
  - c. Utility infrastructure.
  - d. Street improvements.
  - e. Wastewater treatment plant upgrades.
13. If there are two or three contractors under contract, at least one is likely to be available within a short period of time.
14. Co-efficient can be renegotiated annually and the Unit Price Catalog is updated quarterly.
15. The track record from other communities with JOC is positive.

**PRESENTATION - A presentation from Alison Pujari of Arizona Engineering regarding drainage capital improvement projects.** Ms. Pujari stated the following in her presentation:

1. The projects are limited to Lampliter Village and Blackhills Estates, areas that need improvements most desperately.
2. The purpose of the drainage CIP is to address much needed drainage improvements in town.
3. Arizona Engineering completed the following:
  - a. Photographed the sites
  - b. Performed an aerial survey
  - c. Right-of-way and utility research
  - d. Reviewed AMDS
  - e. Schematic design
  - f. Design and construction cost estimates
  - g. Drainage design report
  - h. Drainage Capital Improvements Plan.
4. Lampliter Village drainage issues:
  - a. Burdened by runoff from cemetery and new residential development.
  - b. No facilities in place to convey storm water runoff.
  - c. Frequent flooding of residences.
  - d. A perpetuating problem, as runoff from Lampliter is conveyed to Lanny lane.
5. Blackhills Estates drainage issues:
  - a. Encumbered by runoff from new developments.
  - b. Increased impermeable surface area.
  - c. Absence of appropriately sized storm water facilities.
  - d. Health concerns from standing water.

Ms. Pujari reviewed the proposed improvements to mediate the drainage issues at these two sites.

The Council discussed the Black Hills retention ponds.

Ms. Pujari reviewed the proposed Drainage Capitol Improvements Plan. She noted that easement and Right of Way costs are not included in the figures. She stated the town has received \$69,000 from the Yavapai County flood control District for drainage improvements design and construction. Further engineering work is required to prepare the final design for the first CIP project.

**RESOLUTION # 1121- A resolution making appointments to the Parks and Recreation Commission of the Town of Clarkdale.** Mayor Von Gausig stated there were five applicants for three seats, but applicant Rebecca Lunn had dropped out. The interview committee recommended Rodney Fielitz and Peg Sarkisian for terms to end in 2006 and Hilda Fish for a term to end in 2005. Councilmember Sa moved to appoint Rodney Fielitz and Peg Sarkisian to terms ending 9/30/06 and Hilda Fish to a term ending 9/30/05 to the Parks and Recreation Commission. Councilmember P. Williams seconded and the motion passed unanimously.

Without objection, Mayor Von Gausig took Item 9, a worksession with the Design Review Board next.

**WORKSESSION – A worksession between the Town Council and the Design Review Board to discuss accomplishments, goals, priorities and challenges.** Planning Director Brown read his staff report, as follows:

Background: *The purpose of the Design Review Board (DRB) is to review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects which do not include new buildings within the Town of Clarkdale, in order to insure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable. (Town Code 17.4.2)*

Activity in 2004: The DRB has met twice in full session this year, once to participate in a work session to review site-plan and design standards and again to review the site-plan for the Mountain Gate Town Homes. The DRB approved these plans at their meeting.

A new administrative process was implemented this year creating a DRB liaison. The liaison has the authority to review and approve basic design review and site-plan review applications, such as signs, without the full board reviewing the application. The liaison works with staff to determine if an application is extensive enough to require review by the full board. This year the DRB liaison has reviewed five applications, for signs and small remodel projects in the Central Business district.

Future projects: It is anticipated that the following applications will come before the DRB in the next several months:

- Signage and community facilities for the Mountain Gate Subdivision
- Site-review for the United Verde/Transylvania Inc. project

Also, during the DRB's review of the Mountain Gate Town Homes, much discussion occurred regarding the Town of Clarkdale's landscape standards. DRB has directed staff to review the current standards and present an analysis to the DRB regarding possible changes to the ordinance to make the landscape design standards clearer and more appropriate for our area. Staff will be preparing this report before the end of the year.

It is also anticipated that the DRB will participate in a corridor study of Hwy 89A which will also involve the Planning Commission and the Parks & Recreation Board. Staff will be working with DRB to develop a prototypical street section for projects along this corridor, along with reviewing design standards for both highway and neighborhood commercial development.

**GENERAL PLAN EDUCATION – A presentation on the introduction portion of the General Plan.**

Planning Director Brown led the discussion, including the following issues:

1. Major and minor amendments to the General Plan.
2. Open space state statute requirements.
3. Zoning changes in relationship to the General Plan.
4. The community participation process for the development of the General Plan.

**WORKSESSION – A worksession regarding ways to enhance communication with the public.** Mayor Von Gausig noted the need to develop concrete ideas to use the \$2400 allotted for enhancing communication. Discussion included the building of kiosks and using the local cable station. The Council directed staff to develop a list of locations and costs for kiosks for a future action item.

**FUTURE AGENDA ITEMS – Listing items to appear on future agendas.**

1. Be informed of Phelps Dodge development agreement and the present Council's vision for the Phelps Dodge property as an October 26<sup>th</sup> worksession.

**ADJOURNMENT –** With no further business before the Council and without objection, the meeting adjourned at 8:32 p.m.

**APPROVED:**

**SUBMITTED:**

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Doug Von Gausig, Mayor

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Charlotte Hawken, Administrative Assistant

**ATTESTED:** \_\_\_\_\_

Joyce Driscoll, Town Clerk